

Recruitment Policy 2024

Vivid Roots Collective

February 2024



Company Statement

Vivid Roots Collective is committed to making work with our organisation fair and accessible. This policy describes how we advertise and make decisions about applications submitted through an open recruitment process. We recognise that applying to opportunities takes time and labour and we endeavour to respect the time of the artists engaging with our work by making our recruitment processes clear, simple, and open to any form of submission.

This policy's purpose is to:

1. Establish clear and consistent guidelines for recruitment and application processes.
2. Highlight areas where more work needs to be done and propose ways that this can be improved.
3. Set a benchmark for our organisation to refer to as the company and/or fair work guidance changes.

Governance

- The CEO and board of trustees will remain current on government fair work legislation and guidelines, and industry specific advice, to ensure that the company is conforming.
- The CEO and board of trustees commit to reviewing this policy annually.

Advertisement

- We commit to openly recruiting all positions within the board, team, and projects (where funding has already been received).
- All openly recruited opportunities will be accompanied by a complete description of the expectations of the role, assessment criteria, time commitment, fee, and application process.
- All roles can be applied to using written, video, and audio applications, with clear instructions on how to send this to us.
- All roles will be shared over 3 social media platforms, our website, and at least 1 external platform (e.g. Creative Scotland Opportunities). Where roles are targeted at specific groups, platforms that allow the best access to the application by these groups will be identified before the application launch, and the application will be shared in these spaces (at least 3).
- At least 2 clear lines of communication will be included with the application documentation.

Application Process

In our work, we advertise for opportunities of varying responsibility, time, and fees. Here, we describe the application processes for each tier. The fee is based on the complete fee – including holiday pay, but not including travel, per diems, or expenses.

- For roles with fees of up to £500
 - Submit a CV and note of interest (up to 500 words)
 - No interview or audition

- For roles with fees of £500 to £1,000
 - Submit a CV and note of interest (up to 500 words)
 - Interview or audition up to 20 minutes
- For roles with fees of £1,001 to £3,000
 - Submit a CV and note of interest (up to 750 words)
 - Interview or audition up to 30 minutes
- For roles with fees of £3,001 to £5,000
 - Submit a CV and note of interest (up to 1,000 words)
 - Interview or audition up to 30 minutes
 - Examples of the applicant's work may be required for commissions and lead artists, but will not ask the applicant to make new work for the application.
 - References may be checked
- For roles with fees of over £5,000
 - Submit a CV and note of interest (up to 1,000 words)
 - Interview or audition up to 45 minutes
 - Examples of the applicant's work may be required for commissions and lead artists, but will not ask the applicant to make new work for the application.
 - References may be checked

Other aspects of the recruitment process are outlined below:

- For each role, 3 clear assessment criteria will be identified and described in the application documentation
- For each role, essential criteria will be clearly and prominently described
- Where applications reach out to indicate accessibility barriers, their accessibility will be priorities over conformance with the policy
- Any interviews or auditions over 20 minutes will offer a comfort break of at least 5 minutes; interviews or auditions over 30 minutes will offer a comfort break of at least 10 minutes
- The decision-making panel will include at least 3 people, and must include a CEO/board member and a member of the core creative/management team. Where accessibility barriers, or needs are addressed, one member of the panel must have experience or expertise in this area.
- At least 2 of the panel must attend every interview/audition.
- For each interview/audition 3 criteria will be decided in advance and communicated to the applicant at least 24 hours before the start time.
- Feedback will be provided to all applicants, and further feedback will always be provided upon request within 1 month of being requested (if the applicant has requested feedback within 1 month of the decision).
- We will always provide clear opportunities for applicants to submit their feedback about the experience

Safeguarding

To ensure the safety and protection of young people and adults at risk, all artists who are required in their role to work with these groups will be enrolled in the PVG scheme and subject to disclosure checks before they begin work with the company.