



STAFF RECRUITMENT POLICY 2018

Policy number	ESRP201800007	Version	001
Drafted by	James Masefield	Approved on	06/02/2018
Responsible person	James Adler	Scheduled review date	12/12/2018

INTRODUCTION

The success of Eagles Nest Theatre Company relies on its ability to attract the best staff and volunteers available. Recruitment methods must be fair, efficient, and effective.

PURPOSE

The Staff Recruitment Policy has been established to ensure Eagles Nest Theatre Company has the opportunity to attract the best available staff and volunteers for all vacant positions. This policy relates to employment of all staff and volunteers other than the Managing Director.

POLICY

Eagles Nest Theatre Company is committed to providing high quality programs and services to our community. To support the achievement of this objective we recognise the importance of employing the most suitable applicant for all vacant positions.

Eagles Nest Theatre Company will ensure it has the best opportunity to attract the best available staff by broadly advertising (internally and externally as deemed appropriate) all vacant remunerated positions and volunteer vacancies.

Eagles Nest Theatre Company will take all reasonable steps to ensure that applicants may be safely entrusted with the duties of their position.

Eagles Nest Theatre Company will internally advertise all vacant positions to current staff and volunteers to encourage career advancement and increase participation.

Eagles Nest Theatre Company is committed to providing a work environment that is free from harassment and discrimination.

All recruitment and selection procedures and decisions will reflect Eagles Nest Theatre Company's commitment to providing equal opportunity by assessing all potential candidates according to their skills, knowledge, qualifications and capabilities. No regard will be given to factors such as age, gender, marital status, race, religion, physical impairment or political opinions.

AUTHORISATION

A handwritten signature in black ink that reads "James Adler". The signature is written in a cursive style with a large, looping initial 'J'.

James Adler

Managing Director of Eagles Nest Theatre Company

Date of approval

07/02/2018

Eagles Nest Theatre Company