

# **COLCHESTER OPERATIC SOCIETY**

## **The COS and CO2 Audition Process**

(Revised August 2020)

The Colchester Operatic Society (COS) and its youth group The Colchester Operatic Society Second Edition (CO2) (who are collectively referred to as “The Society”) normally presents two major productions and a concert in any one year. To take part in any of these shows you will need to go through an audition process. There are subtle differences between the auditions held for COS and CO2 shows and concerts. This document sets out the Audition Process for all the audition types and associated selection process.

### **The COS Audition Process**

#### **1 Prior to COS Main Show Auditions**

##### **1.1 Audition Pieces**

##### **1.2 Show Fees**

##### **1.3 Audition Application**

##### **1.4 Cast Selection Process**

##### **1.5 Membership Observer**

##### **1.6 The Auditions**

###### **1.6.1 Chorus Auditions**

###### **1.6.2 Principle Auditions (Named Parts)**

###### **1.6.3 The Casting Deliberation**

###### **1.6.4 Notification of Cast List**

#### **2. COS Concert Auditions**

## **The CO2 Audition Process**

3.1 Prior to CO2 Main Show Auditions

3.2 Membership and Show Fees

3.3 Audition Application

3.4 Cast Selection Process

3.5 Audition Pieces

3.6 Audition Chaperone

3.7 The Auditions

3.7.1 Chorus Auditions

3.7.2 Principle Auditions (Named Parts)

3.7.3 The Casting Deliberation

3.7.4 Notification of Cast List

4. CO2 Concert Auditions

# **The COS Audition Process**

## **1 Prior to COS Main Show Auditions**

It should be noted that only fully paid up members will be allowed to audition for COS productions.

Membership is for one year and runs from 1<sup>st</sup> April – 31<sup>st</sup> March.

Members will be given an approximate number of cast members that the production team are looking for. We offer pre-audition rehearsals.

### **1.1 Audition Pieces**

With a show having been chosen and a Production Director and Musical Director appointed, the Executive Committee will request the Production Team to submit their list of audition pieces for the main (named) characters, and those of the chorus. The audition pieces will be chosen to be representative of the whole character to be portrayed and will not be over-long. The combined list of dramatic and musical pieces together with Plot and Character Outline will be made available to members at the pre-audition membership rehearsals and will be posted on the COS website. Copies of the libretto passages and audition music will be made available to all potential candidates on request.

Whole scores and librettos are normally hired by the Society for the run of each production, a fee will be charged to each member for the hire of this material during the rehearsal/show period. At the end of the show when the

scores/librettos are returned in a clean condition (all pencil marks removed), then an agreed percentage of the fee is refundable.

## **1.2 Show Fees**

A Show Fee will be required from every performer in the production, payable at the first company rehearsal. The fee is only refundable in the event that the member subsequently withdraws from the production within ONE MONTH of the audition.

## **1.3 Audition Application**

Members wishing to apply to audition for a production should ask the Membership Secretary for an Audition form. These may also be downloaded from our website if applicable.

Auditionees will need to state any holiday dates or involvement in other productions that might affect their rehearsal attendance. This will help the production team to reorganise the rehearsal schedule if required.

Completed forms together with a passport size photo attached must be returned to the Membership Secretary by the last pre-audition rehearsal before the Audition Day.

It is an obligation of every performing member that they enter into each production on the understanding that they will take part in EVERY performance during the run of the show, including Technical and Dress rehearsals and assist with the 'get-in' and the 'get-out' of the theatre.

## **1.4 Cast Selection Process**

It is the duty of the Audition Panel to assemble the best possible cast for the production. This usually consists of a Director, MD, Chair (COS/CO2), plus additional members appointed by the Executive committee.

The cast for any production will be selected by the Audition Panel appointed by the Executive Committee and comprising of Production Director, Musical Director plus, if part of the production team, Assistant to the Director/Choreographer, and a further 2 members appointed by the Executive Committee.

The Audition Panel reserves the right to foreshorten any audition, named part or chorus, on the grounds that they have seen enough to be able to make a decision, or if time constraints dictate.

It should be noted that the COS Chairperson is on the panel to ensure the auditions and deliberations are free, fair and without bias or favour. If the Chair is unable to be part of the panel, they will appoint another member of the Exec Committee to chair the panel on their behalf.

## **1.5 Membership Observer**

The Membership will be given the opportunity to appoint a Society member to observe, but not to take part in the deliberations of the Auditioning Panel. The Observer is required to produce a report for the Executive Committee on

the conduct and actions of the Auditioning Panel. This report will be made available to the membership and will be downloadable from the Membership Area of the website.

## **1.6 The Auditions**

COS hold OPEN auditions. That means that, unless auditioning for the particular part being selected, all paid up COS members are at liberty to watch the auditions. It is required as a matter of courtesy to the Audition Panel and auditionees that the viewing membership does so in silence and without applause or other unnecessary distractions of any sort. Any members auditioning for a named part will be asked to leave the space during any other auditions for the same part.

Only fully paid up members will be allowed to audition or view the auditions.

A running order for the Auditions will be available at the venue.

Provided due notice has been given, some members with prior engagements on audition day may be taken out of sequence and allowed to audition early or later in proceedings. If applicants find it impossible to attend on Audition Day, at the discretion of the Executive Committee, arrangements might be made for such members to audition at an earlier date. A video recording of the members audition will be taken and presented to the Audition Panel on the day of the auditions to be included in their deliberations. When this is being recorded all applicants for the role being auditioned will be asked to leave the space where the recording is being done.

Auditionees with close connections with the Audition Panel may:

1 - Ask that their relative/partner leave the audition room while they perform, even though this may be to their detriment.

2 -Perform in front of their relative/partner but the panel member(s) in question may take part in the deliberation on all of the auditions but will abstain from the selection vote for that particular role.

### **1.6.1 Chorus Auditions**

Chorus auditions are mandatory for all auditionees The Musical Director may decide how the chorus auditions are to be conducted, but normally this will be in batches of five or six auditionees. Each auditionee will be typically expected to perform the set vocal chorus piece(s) on their own, with or without the musical notation in their hand. Depending on the show, the Production Director may set a movement element to be performed by all chorus auditionees.

Auditionees will be taught the chorus vocal and movement at pre-audition rehearsals.

Following chorus auditions, a Director and/or Musical Director has the option to ask auditionees to read and/or sing for a specific named part on the audition day, based on that individual's chorus audition.

## 1.6.2 Principal Auditions (Named Parts)

If auditionees wish to audition for a named part this must be indicated on the audition form. The auditionee may request to be auditioned for up to TWO named parts.

The audition form further allows you to indicate: -

1 - If you are willing to accept another role for which you may not have auditioned

2 - If you are unsuccessful with your principal audition(s) whether you are willing to be a member of the chorus

A list of those who wish to audition for named parts will be drawn up before the audition day. However, if the Director and/or Musical Director choose to, they can only ask to see specific individuals for principal auditions, based on the chorus auditions they have viewed on the audition day.

Directors and/or Musical Directors can also ask chorus auditionees to read and/or sing for a specific named part on the audition day, based on that individual's chorus audition, even if they didn't request to audition for that part. In this instance, there is no obligation to audition and you can decline this opportunity to audition for a named part if you choose.

Auditionees are allowed to perform the required material in any order they choose and are at liberty to 'set the stage' with whatever personal props they might bring and with any furniture the audition venue may offer. Prior to the start of their audition performers may brief the readers as to where they are to stand, move, enter, exit, etc.



Please note that if you are asked to audition for a specific part on the audition day, following your chorus audition, you will be allowed some time to prepare and will not be expected to know any of the material by heart.

### **1.6.3 The Casting Deliberation**

When the final audition has been heard the Audition Panel will retire together with the Membership Observer to a separate room to deliberate casting. It is the duty of the Audition Panel to assemble the best possible cast for the production, even if that means allocating roles to auditionees who have auditioned for alternative parts. In the event that the vote for a particular role is tied, the Chairperson has the casting vote.

Parts that remain uncast will be subject to further auditions. The Executive Committee is empowered to make a cast selection from outside the Society, paying for such services if necessary.

It should be noted that the Chairperson and members' chosen Observer are both charged to ensure the auditions/deliberations are free, fair and without bias or favour.

### **1.6.4 Notification of Cast List**

After the auditions, the Cast List will be passed to the Membership Secretary who will inform the auditionees by email of the results of the Audition Panels deliberations.

A full cast list will be published on the COS website after all emails have been sent out.

It should be noted that each cast member will be subjected to a probationary period after selection and may be replaced if, in the opinion of the Executive Committee, he or she does not meet the requirements of the allocated role.

COS operates a 3 strikes rule. If a cast member is absent on 3 occasions without informing the COS Membership Secretary with acceptable reasons, they may be removed from the production at the discretion of the Executive Committee. Their show fee is non-refundable.

If a cast member misses a significant amount of rehearsals and the Director feels they won't be able to learn their part in time they will be removed from the production at the discretion of the Executive committee.

It is also expected that members attend all rehearsals where possible and at very least a majority of rehearsals, if prior commitments don't allow for full attendance. It is also expected that those missing any rehearsal make every effort to learn what is missed at the rehearsals in their own time.

## **2 COS Concert Auditions**

Auditions for COS Concerts may follow a similar format to main show auditions as described above in 1.6. Requests for solos, duets etc. should be declared on your concert audition form. However, Concert Directors and/or Musical Directors do often ask all auditionees to prepare a song of their choice to audition with instead. This allows the auditionee to showcase their talents to the best of their ability. All solo, duets etc. will be finally allocated by an Audition Panel made

up of the Musical Director, COS Director/Choreographer, COS Chairperson and/or another member of the Executive committee, making a panel of minimum three members. The COS Chairperson or appointed member of the Executive Committee will ensure the auditions/deliberations are free, fair and without bias or favour and have a casting vote if required.

# **The CO2 Audition Process**

## **3.1 Prior to CO2 Main Show Auditions**

We offer the opportunity to attend a Workshop Day and pre-audition rehearsals for which a small charge is made to cover costs for those wishing to audition. If you are unable to attend the Workshop the same fee will be charged for the pre-auditions. You will need to register with the Membership Secretary in order to receive an audition form which will be sent to you by email.

Auditionees will be told the number of cast members that the production team are looking at for the production.

## **3.2 Membership and Show Fees**

A Membership Fee plus a Show Fee will be required from every performer in the production payable at the first company rehearsal.

Membership is for one year and runs from 1<sup>st</sup> April – 31<sup>st</sup> March.

Members who are 16 years and over are eligible to audition for any COS production.

## **3.3 Audition Application**

The emailed application slip must be completed together with a passport size photo attached and must be returned to the Membership Secretary by the last pre-audition rehearsal

before the Audition Day. If the auditionee is 16 years and under, a parent/guardian signature will be required.

Auditionees will need to state any holiday dates or involvement in other productions that might affect their rehearsal attendance. This will help the production team to reorganise the rehearsal schedule if required.

It is an obligation of every performing member that they enter into each production on the understanding that they will take part in EVERY performance during the run of the show, including Technical and Dress rehearsals and if you are 18 years and over to assist with the 'get-in' and the 'get-out' of the theatre.

### **3.4 Cast Selection Process**

The cast for any production will be selected by the Audition Panel appointed by the CO2 Committee and comprising of Production Director, Musical Director plus, if part of the production team, Assistant to the Director/Choreographer, and a further 2 members appointed by the Executive Committee.

The Audition Panel reserves the right to foreshorten any audition, named part or chorus, on the grounds that they have seen enough to be able to make a decision, or if time constraints dictate.

It should be noted that the COS Chairperson is on the panel to ensure the auditions are free, fair and without bias or favour. If the Chair is unable to do so they will appoint another

member of the Executive Committee to chair the panel on their behalf.

### **3.5 Audition Pieces**

With a show having been chosen and a Production Director and Musical Director appointed, the CO2 Committee will request the Production Team to submit their list of audition pieces for the main (named) characters, and those of the chorus. The audition pieces will be chosen to be representative of the whole character to be portrayed and will not be over-long. The combined list of dramatic and musical pieces together with Plot and Character Outline will be discussed at the workshop. The libretto passages and audition music will be made available to all potential candidates.

### **3.6 Audition Chaperone**

The CO2 Committee can organise a Chaperone to be present in the audition room, if one is not present on the panel and they feel, due to the age of the auditionees this would be required.

**Colchester Operatic Society** works closely with Essex County Council to ensure compliance with Child Protection Legislation. The Society (COS/CO2) has a “Child Protection Policy” available on the COS website. A copy to view will be available at all rehearsals and performances. Broadly speaking this affects all members aged 16 or under.

Registered chaperones will be responsible for the care of members aged 16 or under until they are returned to parents or a parent-nominated adult.

A chaperone will stay with auditionees until they are collected. They will not be allowed to leave unsupervised.

### **3.7 The Auditions**

It should be noted that CO2 auditions are CLOSED. This means that no members of the Society or other auditionees will be present during auditions, apart from the auditioning panel and audition chaperone if required, plus readers.

Only those who have registered to audition will be allowed to audition.

A running order for the Auditions will be available at the venue.

Provided due notice has been given, some members with prior engagements on audition day may be taken out of sequence and allowed to audition early or later in proceedings. If applicants find it impossible to attend on Audition Day, at the discretion of the Executive Committee arrangements might be made for such members to audition at an earlier date. A video recording of the members audition will be taken (if 16 years and under, parent/guardian permission must be obtained for this) and presented to the Audition Panel on the day of the auditions to be included in their deliberations. When this is being recorded all present, apart from the production team,

will be asked to leave the space where the recording is being done.

Auditionees with close connections with the Audition Panel may;

1 - Ask them to leave the audition room while they perform, even though this may be to their detriment.

2 - Perform in front of them but the panel member(s) in question may take part in the deliberation on all of the auditions but will abstain from the selection vote for that particular role.

### **3.7.1 Chorus Auditions**

Chorus auditions are mandatory for all auditionees. The Musical Director may decide how the chorus auditions are to be conducted, but normally this will be in groups of five or six auditionees. Each auditionee will be expected to perform the set vocal chorus piece(s) on their own, with or without the musical notation in their hand. Depending on the show, the Production Director may set a movement element to be performed by all chorus auditionees.

Auditionees will be schooled in the chorus vocal and movement audition at pre-audition rehearsals.

### **3.7.2 Principle Auditions (Named Parts)**

If auditionees wish to audition for a named part this must be indicated on the audition form.

The form further allows you to indicate: -



If you are willing to accept another role for which you may not have auditioned.

If you are unsuccessful with your principle audition, whether you are willing to be a member of the chorus.

Auditionees are allowed to perform the required material in any order they choose, and are at liberty to 'set the stage' with whatever personal props they might bring and with any furniture the audition venue may offer. Prior to the start of their audition performers may brief the readers as to where they are to stand, move, enter, exit, etc.

### **3.7.3 The Casting Deliberation**

When the final audition has been heard the Audition Panel will retire together to a separate room to deliberate casting. It is the duty of the Audition Panel to assemble the best possible cast for the production, even if that means allocating roles to auditionees who have auditioned for alternative parts. In the event that the vote for a particular role is tied, the CO2 Chairperson has the casting vote.

Parts that remain uncast will be subject to further auditions. The CO2 Committee is empowered to make a cast selection from outside the Society, paying for such services if necessary.

### **3.7.4 Notification of Cast List**

After the auditions, the Cast List will be passed to the Membership Secretary who will inform the auditionees by email of the results of the Audition Panels deliberations.

A full cast list will be published on the COS website after all emails have been sent out.

A CO2 membership form, a medical form and an acceptance statement will be emailed to cast members and must be completed and returned to the CO2 Membership Secretary on the first rehearsal call.

It should be noted that each cast member will be subjected to a probationary period after selection and may be replaced if, in the opinion of the Executive Committee, he or she does not measure up to their allocated role.

CO2 operates a 3 strikes rule, so if a cast member is absent on 3 occasions without informing the CO2 Membership Secretary with acceptable reasons, they may be removed from the production at the discretion of the CO2 Committee. Their show fee is non-refundable.

It is also expected that members attend all rehearsals where possible and at very least a majority of rehearsals, if prior commitments don't allow for full attendance. It is also expected that those missing any rehearsal make every effort to learn what is missed at the rehearsals in their own time.

#### **4 CO2 Concert Auditions**

Auditions for CO2 Concerts will follow a similar format to the Chorus Auditions in 3.7.1 above. All solo, duets etc. may be auditioned for but will be finally allocated by an Audition Panel made up of the Musical Director, CO2 producer and

Choreographer/Movement Co-ordinator. The CO2 Chairperson will preside on the panel and will ensure the auditions/deliberations are free, fair and without bias or favour and will have a casting vote if required.