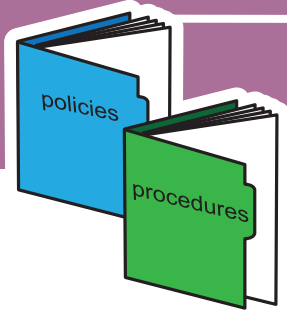




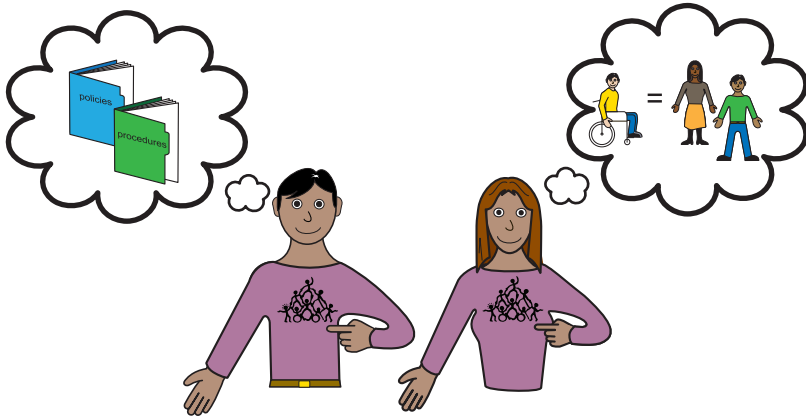
Pyramid of Arts

# Recruitment and Selection

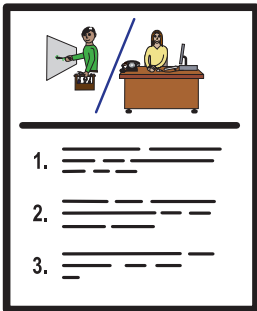


## policies and procedures

**This policy explains our rules for choosing new people to work at Pyramid of Arts**

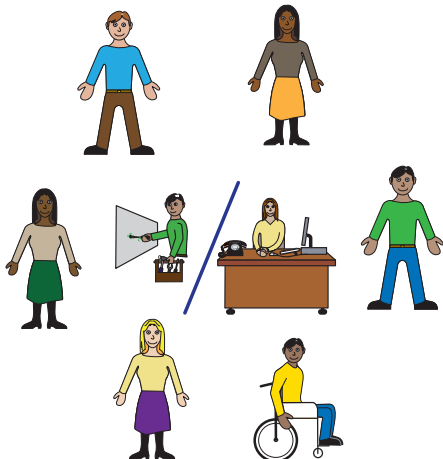


We also have an Equality, Diversity and Inclusion Policy which is important when choosing new people, to make sure that we are being fair to everyone who wants to apply for a job with us.



Every job at Pyramid of Arts has a job description. This is a short description of what the work is, and list of the skills someone needs in order to do the work.

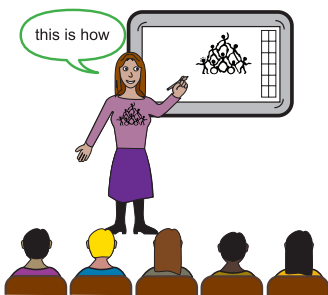
We will make sure that the **job description** is accurate and doesn't ask for anything more than is needed to do the work.



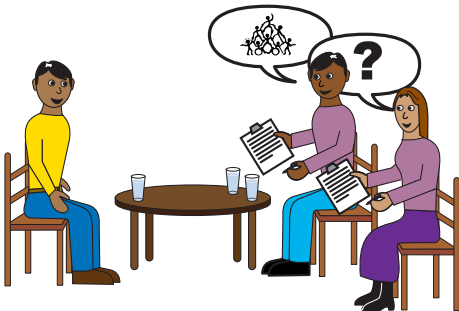
We will advertise in a wide variety of places to make sure lots of people from different backgrounds find out about the job and have the opportunity to apply.



We will include an equal opportunities monitoring form with our job application packs so we know if we are reaching a wide range of people from different backgrounds.

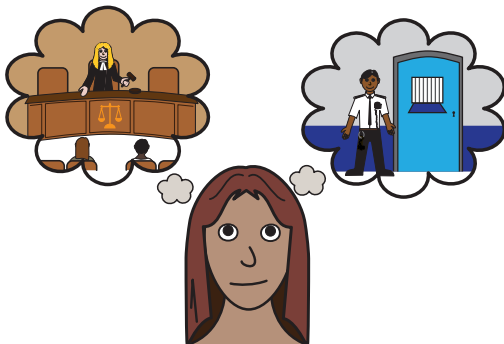


We will train the staff responsible for choosing new people to make sure they do not discriminate.



We will try to make the interview process as relaxed as possible, to allow the people who have applied to function at their best.

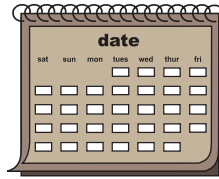
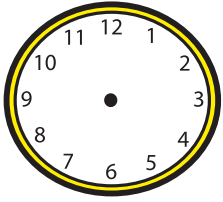
We will make sure the questions we ask are related to the job.



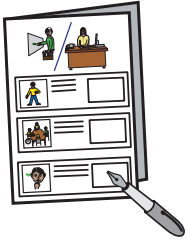
We will consider applications from people who have a criminal record and decide if this is relevant, depending on the job they have applied for.



## Time-scales



When a core staff member decides to leave, we will aim to have a new person to do the job within **10 weeks**:



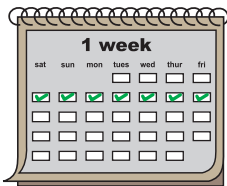
### 2 weeks

To prepare an advert and job application pack, decide interview date



### 2 weeks

Advertising – including but not limited to Arts Jobs; Leeds City Council; Voluntary Action Leeds



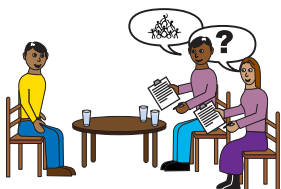
### 1 week

Closing date is one week after advert withdrawn

names	
David	✓
Elizabeth	✗
Carl	✗
Deborah	✓
Rose	✓
Tony	

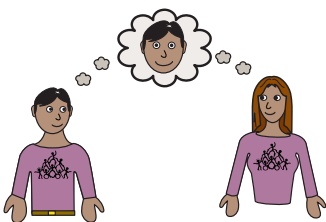
### 3 days

Shortlisting completed within 3 days of closing date



### 1 day

Interviews (no more than one week after closing date)



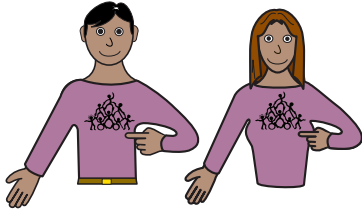
### 4 weeks

The person we choose may need to stay in their current job for a set amount of time (a “notice period”) before they can start working for Pyramid. Usually this is 4 weeks.

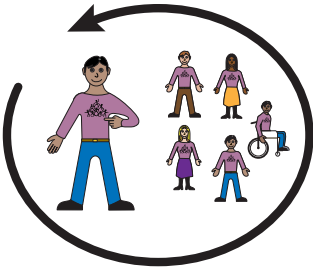
If we are advertising a new job then we will use the same time-scale.



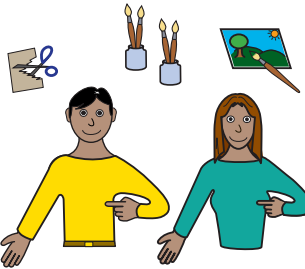
## Freelance workers ('freelancers')



Freelancers are people who work for Pyramid for fixed periods of time. For example, the artists and core workers who lead our groups.



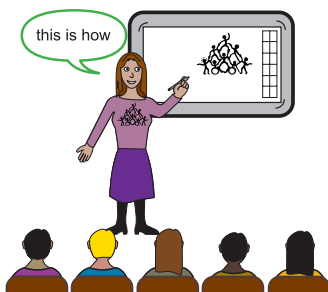
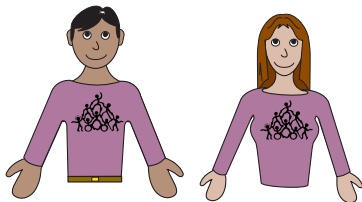
We will advertise every year for new freelancers to join our team.



We look for freelancers with different creative skills, to make sure our groups can access a wide range of art forms.



We cannot promise that freelancers will get paid work at Pyramid of Arts. It depends on what projects we are doing and who has the right skills to lead the project.



We will offer the freelancers free access to our training programme.