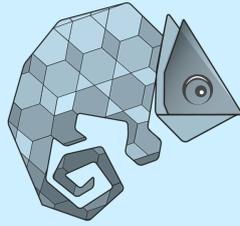


# Welcome to Working Cast!



***Hi & Welcome to Working Cast!***

***I'm so excited that you've joined the team & are now a part of our community.***

***I created the company because I'm an actor myself and so I understand how tricky it can be to find temporary work to fit around auditions and jobs. Plus I always felt undervalued in those jobs for the skills we naturally have as performers.***

***Therefore I created Working Cast to have a really user-friendly system, as well as opportunities to give back to its employees, which you'll find out more about as your keep reading.***

***All the info you need to start with us is in this pack so please read it all, and if you have any further questions feel free to reach out.***

*Tom Allen*

Working Cast Director



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***We provide Staffing for  
Event, Brand, Promo & Marketing  
companies in need of adaptable,  
personable & positive personnel  
for temporary work***

As you can see in our mission statement, our secret sauce is YOU! We hire performers exclusively to use as staffing for the jobs we get booked for, but why?...

**Because you're  
one-in-a-Chameleon!**

Actors & Performers are one in a million when it comes to staffing at events & promos! Like Chameleons we are...

### **Adaptable**

Ability to change into any character or personality, and can blend in or stand out depending on what's required

### **Aware**

Like a Chameleons eyes moving independent from each other, performers have great awareness of their surrounding, people & situation

### **Aimed**

Like a Chameleons fast shooting tongue, performers are powerful & focused on their careers and any job they put their hand to

# Company Values

We provide staffing for a wide variety of events, therefore what you do on each project & the skills you will need can differ from job to job.



Hair, make-up & clothing looking presentable



Positive & eager for the job at hand



Prompt & on time, able to do the job asked



Friendly & captivating when interacting



Act appropriately for the job & fulfil the brief



Ready to pivot if required to do so



Confident & articulate when speaking with people



Self-assured, positive & reliant



Calm, poised & appropriate around celebrities

# How it all works

Once your application has been approved you'll be given access to the **Jobs Market!**

Via the Working Cast hub, you used to create your application, you'll now be able to access the Jobs Market. **But first** please check you've filled out the additional tabs in 'Profile'; *Training & Qualifications, Sizes & Attributes, Bank details*



On the Job Market you'll be able to see which jobs are available as well as all their info;

- Campaign/Event name
- Shift details - Role, Shift date, time, location (link to Google Maps)
- Campaign/Event Manager & contact detail when available
- What to wear
- Each job will also detail if paid via self-employed invoice or paid via PAYE & the payment timeframe



You are free to apply for the jobs you wish to do. Then once approved/selected, you will receive an email confirmation that you've been booked on the job



# How it all works

If the job is a Staffing job

You'll be paid on the date stated via PAYE & taxed at source as applicable to your tax code.

For your first ever PAYE shift with us, you'll receive an activation link to access your payslips **HERE**, there you can access all info relating to your pay & tax

If the job is a Performing job

We'll need you to send a self-employed invoice to us, please email this to [Tom@WorkingCast.co.uk](mailto:Tom@WorkingCast.co.uk)

Once you've been booked on the job/s you requested they'll appear in your Dashboard in the Working Cast hub

For the job itself, you'll have a few things to tick off e.g. On Route/Check-in/Shift Approval (if required) so please click the link below to view how to complete these steps!

**<https://staffwi.se/user-guide/staffarea/dashboard1>**

Please make sure you read all the info available regarding the jobs you book and how to complete them. Again, click the link above if unsure, or reach out to us (see the last page)

# Job Rules & Info

- We provide no competition to your professional acting/performing agent. We are the fillers between your performance commitments.
- Once you have applied for a job, we'll aim to confirm you ASAP. Please don't turn down other work in the interim incase you aren't selected.
- **What to wear** - Each job will state what to wear. But as a rule, all customer-facing high-profile events are smart blacks & when it's casual work wear, no ripped jeans and your trainers must be clean.
- You'll be given instructions & see on the job listing when you get the job who you're to report to, and that person will be your point of contact & authority for the job.
- If you have any issues before or after the job please get in contact ASAP via email or phone (see the last page).
- If you have any issues *on* a job or feel unsafe undertaking an activity, please stop and report to your point of contact/manager there. If you don't feel comfortable doing so, then please contact us directly (see the last page).

# Social Media & Photos on the Job

As far as pictures & videos on the job, this is a very situational subject...

- As I'm sure you understand being professional on each job is of the utmost importance. And when you're around the public or celebrities usually pulling your phone out is the last thing we'd want you to do. But in the right circumstance, for the right kind of photo or video for our Social Media promotion, we'd love to see a few snaps from each job you're on.
- How do to know when is the right time? If you're working with others who've worked with us before, and you're unsure, check with your piers. If your instinct says no, then listen to it. If it feels right and it's a good shot, or the client suggests it, go for it as long as your on-the-job manager is okay with it.
- If you do get some good pics or videos, we're happy for you to post them on your private social media, as long as you tag us @workingcastprod and please send them to us via our socials or email.



We'd love you to follow us on the socials

# Our Key Services



## **BRAND AMBASSADORS**

We represent & communicate a brand's message clearly. We provide large & small numbers of staff for events, promotions or activation.



## **EXPERIENTIAL MARKETING**

We create interactive experiences that'll be remembered, communicating the company's message with enthusiasm to get their message across.



## **HIGH PROFILE / RED CARPET EVENTS**

We provide assistance, guides & characters depending on the concept at red carpets and high-end events with celebrities.



## **LEAFLETING / DATA CAPTURE**

We grab the attention of the public and deliver results for companies, be it in costume or as your enthusiastic selves.



## **SAMPLING SESSIONS**

We've amassed vast experience planning & implementing UK wide in-store tasting and trade show campaigns.

**PLEASE HEAD OVER TO OUR SITE TO SEE MORE OF WHAT WE OFFER**

# Giving Back to You...

A big part of the company's ethos is to give back to the performing community, so we've created a few ways in which we do that...

## #WorkingCastWednesdays

We offer Free Show Tickets to you, our amazing employees! We do a draw at the end of each month, if you've worked that month you'll be able to apply for the draw (you'll receive an email), then the winner gets two free tickets to a show!

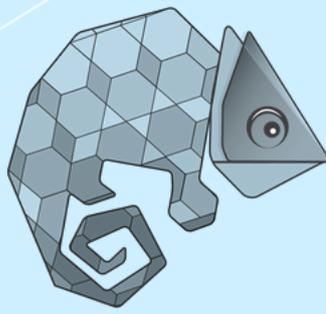


## #TheActorsFund

As an appreciation, we like to give our staff a helping hand to continue pursuing their passions. A % of company profit goes right to the front line of employees with burning ideas.

If you'd like to be considered for **The Actors Fund**, you need to have worked with us on two jobs then you're eligible to apply. Of course, the funds available are dependent on how busy the company is, but we hope to give out funding every three months to worthy projects.

If you'd like to be considered for funding; get in touch at [info@WorkingCast.co.uk](mailto:info@WorkingCast.co.uk) with THE ACTORS FUND in the Subject box. We look forward to hearing what you're up to!



Working  
Cast

*If you have any questions, concerns (before or after a job), questions regarding pay, or want to know more about us & can't find the info on our site or in your hub, please get in contact!*

*We usually respond better to email, but in an emergency please feel free to call; Tom Allen - Working Cast Director*

 [info@workingcast.co.uk](mailto:info@workingcast.co.uk)

 020 3691 3332



 [www.workingcast.co.uk](http://www.workingcast.co.uk)

**WORKING CAST = SUPPORT THE ARTS**

