

THE CAIRNS AGENCY

Information & Application Pack

0141 222 2333



“Specialists in managing and promoting new acting talent; television and film extras; and child performers to the Scottish media industries”.

All information contained within was correct at time of publication.

Welcome to The Cairns Agency

Congratulations! You have just taken the first step towards becoming part of Scotland's most successful agency for actors, extras and child performers.

The Cairns Agency has been managing and promoting clients to the television, film, theatre and media industries in Scotland since 1997, and has gained a reputation for excellence, professionalism and reliability.

From our easily accessible city centre offices and casting suites, we provide our clients and the media industries with a fast, efficient and friendly service 24 hours a day, 7 days a week.

From television to film, from adverts to photographic shoots, from theatre to corporate role-play, our clients are involved.

But without a team of dedicated and professional clients, all of this means nothing. Our success is our client's success. Our triumphs are really the triumphs of our clients.

So to existing clients - we thank you!

And to potential new clients - welcome to this exciting world!

Areas of Expertise

Managing Exciting New Talent (Actors):

Every actor has to start somewhere, and over the years The Cairns Agency has proved to be one of Scotland's most successful agencies's when it comes to introducing new acting talent to the professional industry.

Our "New Talent" section manages and promotes young actors who have either already secured a number of professional credits and/or who are currently in full-time training to become a professional actor. Our team will monitor, advise and represent such clients as a means of preparing them for the professional industry. If you wish to apply to be represented within this section of the agency, you should enclose a performing CV to date with your application.

Decisions on representation for the "New Talent" section is at the discretion of the agency, based on an interview, audition and/or viewing of a showreel or performance of work.

Promoting Background Artists:

Ever wondered where the people in the background come from when you watch a TV program or film. Well now you know. Since its inception in 1997, The Cairns Agency has been supplying the Scottish TV, film and media industries with quality walk-ons/extras. From "High Road" to "River City", from "Rebus" to "Taggart", The Cairns Agency has worked on hundreds if not thousands of projects over the years.

Extras come in all forms - all shapes, all sizes, and all ages. Application to become an extra is open to everyone regardless of experience. If you think you are reliable, punctual, enthusiastic and patient, then this could be the ideal opportunity for you to get onto the big screen.

A decision on representation for the "Background Artist" section is at the discretion of the agency based on a one-to-one interview.

Representing Children and Teenage Performers:

Despite the well know industry saying "never work with children or animals" it is often the case that television programs, films and adverts do require children or teenagers either as background artists or as young performers.

Over the last decade, The Cairns Agency has excelled in representing and promoting children and teenagers for work within the media industries, with many of our younger clients going on to become professional actors in their own right.

The Cairns Agency has a team of staff who are fully experienced in the representation of minors and the legal implications that apply to them when working in the media. We also have access to a bank of experienced professional chaperones, to accompany them on set during their filming.

A decision on representation for the children/teenage section is at the discretion of the agency based on an interview with the child and parent/guardian.

Minimum Requirements

As with all jobs, there are specific requirements/attributes that an agency such as ours looks for in potential new clients:

- Reliability:** Reliability and punctuality are the two most important attributes of any client. Please remember that production companies spend thousands of pounds per hour to film, if you are late or fail to attend this will impact what work we can secure for you and our other clients.
- Enthusiasm:** Experience can often be substituted for enthusiasm and a willingness to learn. Clients will never be sent out unprepared as the agency has its own reputation to consider.
- Patience:** Filming work can often (and invariably does) involve long, cold days without much seeming to happen. Patience can be a virtue!
- Details:** It is important that the agency has as much information about you as possible in order to promote you effectively, and that this information is correct and kept up-to-date. This includes you costume sizes, photographs, and national insurance number. **Please remember no NI, means no pay.**

Costs & Commission

The Cairns Agency charges commission on all work that it secures for clients at a rate of 15% + VAT. The commission is charged on a client's Gross Pay including overtime and any supplementary payments.

In order for The Cairns Agency to promote clients effectively, it will utilise a number of marketing tools such as photographs, printable brochures, agency website, showreels, and voice demos. "New Talent" clients may also be asked to provide a performing CV and register through Spotlight.

The standard package for registering with The Cairns Agency costs £55.00pa, and includes photographs taken by the agency, inclusion with the agency brochure and website. This fee covers all the administrative costs including web hosting fees. Clients are also encouraged to update their photographs throughout the year at no extra cost.

Showreels and Voice Demos can increase a clients potential to obtain work throughout the course of a year. If you have a showreel and/or voice demo, the agency can add this to your agency profile (inc website) for a supplementary hosting fee of £25pa. If you wish to partake in filming a showreel or recording a voice demo, the agency will schedule filming and recording sessions periodically throughout the year. Prices for filming or recording showreels/voice demos are published at the time of advertising.

Payment, Terms & Conditions

Rates of pay for work can vary considerably but the following is a rough guide of the starting rates of pay:

Child Extras:	£30 + per day.
Child Actors:	£50 + per day.
Extras/Background:	£75 + per day.
Extras Featured:	£100 + per day.
Actors:	£250 + per day

When the agency calls to book you for a specific job, it will be able to tell you what your guaranteed minimum payment for filming will be. However this may increase on the day of filming if you work overtime etc.

The agency is bound by the Employment Agencies Act 1973, and abides by its code of practice recommended by the act.

All artists are represented by the agency as self employed individuals who are responsible for their own NI and Tax contributions (when not deducted at source).

All payments that are received by the agency should be paid to clients within 10 working days of receipt.

The agency will only pay clients by electronic bank transfer and only the individual concerned.

The agency retains the right to refuse individuals initial and/or further representation. The agency also retains the right to remove clients from its books if it feels that behaviour has been unacceptable or inappropriate.

Please remember that the agency cannot guarantee work. The returns that individuals receive are often reflected in the amount of enthusiasm they invest in their own careers, their availability and their own personal commitment.

Clients or potential clients should not be represented by any other similar agency. Failure to comply with this condition will result in clients being removed from The Cairns Agency books without refund.

Work within the TV/film and media industries can be exciting and rewarding, but is not suited to all.

The Cairns Agency Application form.

Contact Details:

Name: _____

Address: _____

Home Tel: _____ Post Code: _____

Mobile: _____

Email: _____

DoB: _____ N.I. number: _____

Costume Details:

Height: _____ Build: _____ Weight: _____

Chest: _____ Waist: _____ Hips: _____

Dress Size: _____ Inside Leg: _____ Collar: _____

Shoe: _____ Hat: _____ Glove: _____

Hair Colour: _____ Hair Style: _____ Eyes: _____

Experience & Skills:

Performance Training (If Applicable):

College/Institution: _____

Course (Inc Level): _____

Dates Attended: _____

Relevant Performing Experience

Special Skills: (Example – Driving Licence, Sports, Musical Instruments)

Bank Details:

Bank/Branch: _____

Sort Code: _____ Account: _____

* Please note: Payments for work done will be made to the above account.

If Under 16 years Old:

Parents Name(s): _____

Parents Mobile(s): _____

Current School: _____

Local Authority: _____

Medical Problems: _____

Delete As Appropriate

I wish to be considered for representation as a “New Talent” client. Yes/No

I wish to be considered for representation as a “Background Artist”. Yes/No

I wish to be considered for representation as a “Child/Teenage Performer”. Yes/No

I understand that the standard agency promotional package costs £55.00pa, and wish to subscribe to it in full (photos/brochure/website). Yes/No

I wish to be notified of upcoming showreel filming dates/voice recording dates. Yes/No

Payment can be made by cash, cheque, or debit/credit card. Cheques should be made payable to
The Cairns Agency.

Signed: _____ Date: _____
(Parental/Guardian Signature if under 16 years of age)

Please call the agency to arrange a suitable appointment time. Bring this application form and any other supporting documents with you. DO NOT SEND IT IN ADVANCE.

*Please note that successful applicants will have the opportunity to complete registration on the day of interview, including photographs being taken.

For Office Use Only:

Photos taken: ____ / ____ / ____

Subscription Paid: ____ / ____ / ____

Database Complete: ____ / ____ / ____

Website Complete: ____ / ____ / ____