

ABO / MU Fixer's ED&I Checklist for Orchestral Musicians: A guide for inclusive fixing practice

1. Build and Maintain an Inclusive Player Pool

- Keep a broad, diverse, regularly updated list of musicians.
- Ensure joining the list is transparent and accessible.
- Use clear, consistent artistic criteria (blend, technique, reliability, repertoire fit).
- Avoid relying solely on personal networks or familiarity.

2. Fixing for Planned Projects

- Consider reasonable adjustments (travel, access, caring responsibilities, health needs).
- Musicians should not be penalised for previously declining work for legitimate reasons.
- Provide full project details as early as possible: schedule, venue, repertoire, access info, parking, portorage.
- Ask whether adjustments are required.

3. Fixing at Short Notice

- Rotate short-notice opportunities where possible.
- Contact all suitable players, not just those known to respond quickly.
- Keep a brief record of who was contacted and why.

4. Access, Adjustments and Barriers

- Ask about access needs (venue access, step-free routes, parking, warm-up space, health needs).
- Ensure adjustments do not affect future fixing opportunities.
- Offer alternatives where possible (e.g., seating, call times, accessible routes).
- Recognise barriers linked to certain instruments (harp, tuba, double bass, percussion).
- Ensure portorage, parking and safe storage are arranged appropriately.

5. Communication and Conduct

- Use clear, respectful, inclusive language.
- Avoid assumptions about availability, family status, health or background.
- Confirm bookings promptly and give as much notice as possible.
- Share repertoire, seating plans and logistical information early.

- Share names of other players on the gig, respecting player confidentiality at all times.

6. Monitoring and Reflection

- Keep light-touch records of fixing patterns.
- Review who is being fixed regularly vs. overlooked.
- Monitor last-minute vs. planned work distribution.
- Discuss fixing patterns with the orchestra manager or artistic team.

7. Feedback and Support

- Encourage musicians to update CVs, recordings and availability.
- Provide general feedback after trials or auditions, in line with the organisation's recruitment policy and procedures, where capacity allows.
- Make it clear that raising concerns will not affect future work.
- Treat all feedback confidentially and professionally.
- Create a system for all freelancers to offer feedback on an organisation's processes whether anonymously or otherwise.