



KENYA THEATRE AWARDS POLICY (KTA)

Jury & Production Eligibility Policy

1. Definitions

For the purposes of this Policy:

- **“Awards Cycle”** refers to the official period during which productions are eligible for consideration (typically January–December of a given year unless otherwise specified).
- **“Eligible Production”** refers to any theatrical production that meets the criteria outlined in Section 5.6.
- **“Jury Member” / “Juror”** refers to any individual formally appointed by the KTA Secretariat to evaluate productions.
- **“Coverage”** refers to the proportion of eligible productions attended and evaluated by a Jury Member.
- **“Deliberation”** refers to formal discussions by Jury Members to determine nominations and awards.
- **“Conflict of Interest”** includes any actual, potential, or perceived situation where a Jury Member’s objectivity may be compromised.
- **“Recusal”** refers to the formal withdrawal of a Jury Member from evaluation, discussion, or decision-making relating to a specific production.

2. Purpose

The purpose of this Policy is to establish clear guidelines governing the composition, conduct, responsibilities, eligibility criteria, and ethical standards of the Kenya Theatre Awards (KTA) Jury, and to ensure fairness, transparency, credibility, and excellence in the Awards process.

3. Scope

This Policy applies to:

- All appointed Jury Members of the Kenya Theatre Awards



- The Kenya Theatre Awards Secretariat and/or Governing Board
- All productions submitted or considered for Award eligibility
- Any individual or entity participating in the adjudication process

This Policy is binding upon appointment and remains enforceable throughout a juror's tenure.

4. Policy Statement

The Kenya Theatre Awards is a merit-based, jury-driven awards scheme that recognizes and rewards excellence in Kenyan theatre.

The Awards are not popularity-based or fan-driven. Decisions rely solely on professional evaluation, documented coverage, and informed deliberations by the Jury.

The KTA is committed to:

- Integrity and impartiality
- Transparency and accountability
- Diversity and inclusion
- Recognition of emerging and established talent
- Upholding professional standards in the theatre industry

5. ROLES & RESPONSIBILITIES

5.1. Kenya Theatre Awards Secretariat / Governing Authority

The Secretariat shall:

1. Appoint and remove Jury Members at its discretion.
2. Ensure balanced representation in terms of expertise, gender, race, language, and professional diversity.
3. Issue formal Jury Terms of Engagement.
4. Convene and coordinate deliberation meetings.
5. Maintain official records of evaluations, nominations, and decisions.
6. Enforce compliance with this Policy.

The Secretariat retains final administrative authority over procedural governance matters.

5.2. Jury Chair

The Secretariat and the Jury members shall appoint a **Jury Chair** who shall:

- Facilitate deliberation meetings
- Ensure fairness and structured discussion
- Manage conflicts of interest declarations



- Guide decision-making processes
- Exercise a casting vote in the event of a tie

5.3. Jury Members

Upon appointment, Jury Members shall:

a. Attendance & Coverage

- Attend a **minimum of 75% of all eligible productions** OR a threshold determined by the Secretariat
- Demonstrate reasonable effort to ensure broad industry coverage.
- Attend productions beyond personal specialization to ensure balanced representation.

b. Evaluation & Documentation

- Conduct objective, critical, and structured evaluations.
- Submit completed evaluation forms for **100% of productions attended**.
- Maintain accurate records of productions covered.
- Provide detailed written assessments addressing performance, production quality, direction, writing, and technical execution.

c. Professional Conduct

Jury Members shall:

- Uphold impartiality and independence.
- Avoid bias, favoritism, or undue influence.
- Maintain strict confidentiality of:
 - Evaluation scores
 - Deliberations
 - Nominee shortlists
 - Internal discussions
- Participate in scheduled deliberation meetings.
- Engage respectfully and constructively in consensus-building processes.

d. Ethical Standards

Jury Members must avoid any conduct that may compromise:

- The credibility of the Awards
- The fairness of deliberations
- Public confidence in the institution



6. Procedures

6.1. Jury Appointment

- Jury members are appointed by the KTA Secretariat.
- Appointments consider expertise, diversity, and industry representation.
- Jury members serve at the discretion of the Secretariat.

6.2. Show Attendance & Documentation

- Attendance of productions is the first step of the jury process.
- Jurors must complete and submit evaluation forms for every production attended.
- Records shall be used for nominee analysis and shortlisting.

6.3. Evaluation Framework

All productions shall be evaluated using a standardized framework including:

- Performance/Acting
- Direction
- Script/Writing
- Technical Design (Lighting, Sound, Set, Costume)
- Overall Impact

A scoring rubric (e.g., 1–10 scale) shall be applied consistently.

6.4. Nomination & Decision-Making

- Nominations are based strictly on documented evaluation.
- Jury deliberations shall take place during scheduled meetings.
- Decisions shall be reached through structured discussion and consensus.

6.5. Production Eligibility

To qualify for consideration:

1. The production must be a Kenyan production.
(A Diaspora Category may be introduced to recognize Kenyan productions staged abroad.)
2. A production that has previously been staged and considered in a given year is only eligible again after a minimum period of three (3) years.

6.6. Conflict of Interest

- Jury members are not eligible for nomination in any category.
- Any Jury member affiliated with a production (as writer, actor, director, producer, technical team member, school representative, or production house member) must recuse themselves from:



- Discussion
- Evaluation
- Voting
- Decision-making regarding that production

A conflict includes:

- Direct involvement in a production
- Financial interest
- Personal relationships
- Institutional affiliations
- Recent collaboration

Jury Members must:

- Declare conflicts in advance
- Recuse themselves from all related processes

6.7. Non-Influence Clause

Sponsors, partners, institutions, or external stakeholders shall **not influence jury decisions** under any circumstances.

6.8. Confidentiality

Confidentiality obligations:

- Apply during and after tenure
- Extend to media and social platforms
- Prohibit premature disclosure

6.9. Appeals & Complaints Procedure

- Stakeholders may submit formal complaints within a defined timeline
- Complaints shall be reviewed by the Secretariat
- Decisions made shall be final

6.10. Code of Conduct

Jury Members shall:

- Conduct themselves professionally at all events
- Avoid disruptive behaviour
- Refrain from public critique prior to results
- Respect artists and productions



7. COMPLIANCE & CONSEQUENCES

Failure to comply with this Policy may result in:

- Formal warning
- Removal from specific deliberations
- Suspension from Jury duties
- Immediate removal from the Jury
- Disqualification of a production where misconduct is established

Breaches of confidentiality or integrity will be treated as serious violations.

8. DOCUMENTATION & AUDIT

The Secretariat shall maintain:

- Evaluation records
- Attendance logs
- Deliberation summaries

These may be audited to ensure compliance and integrity.

9. DIVERSITY & INCLUSION

The KTA shall ensure:

- Regional representation across Kenya
- Inclusion of diverse theatrical forms and languages
- Recognition of emerging and marginalized voices

10. REVIEW CLAUSE

This Policy shall be reviewed:

- Periodically, at intervals determined by the Secretariat or Board
- Upon significant structural or governance changes
- Where industry evolution necessitates amendment

Revisions must be formally approved and documented.