



OXFORDPLAYHOUSE
01865 305305
www.oxfordplayhouse.com

Work Experience Application Form

Oxford Playhouse

The Oxford Playhouse moved to its current home in Beaumont Street in 1938 and is one of Britain's most important regional theatres. In 1996 the theatre underwent an extensive refurbishment, improving its auditorium, front of house and backstage facilities. In 2008 Tish Francis (who re-opened the theatre in 1990 after it was closed for a number of years) moved on to pastures new and the current Director Michelle Dickson took over.

Over the past twelve years the Playhouse has also been producing its own work, presenting productions here in Oxford and on tour nationally and internationally. We are committed to making theatre for everyone and producing work of the highest quality. Our aim is to share with our audiences the very best in writing, acting, directing and staging.

Learning

At the core of our work is our Learning and Participation program. This includes work with schools, University students, pre-school children and their parents. We work with dancers, actors writers and directors to support them through all stages of their education and career. 2007/08 was the first year of our permanent youth ensemble 16|22 and we are looking forward to studio productions and street theatre projects from them in 2009. We also work with organizations across Oxfordshire such as the Oxfordshire Youth Arts Partnership, Oxford Inspires, Oxford University, Brookes and many more. One of the many things the Learning Department does is offer a series of placements and work experience opportunities throughout the year. Having young people and those hoping to develop a career in theatre in our building is very important to us and is a valuable connection to what you need to gain access to theatre as an audience member or a theatre maker.

Productions

As well as presenting the work of top British and international companies like Headlong, Out of Joint and Shared Experience, the Playhouse is also developing its role as a producing and commissioning partner. In 2008 Oxford Playhouse mounted a successful UK tour of Molora, and Oxford Playhouse Productions produced One Small Step, which enjoyed a highly successful run at the Edinburgh Festival. This year the Learning Department produced "Tri-Umph" at night of brand new writing by local writers, in the Burton Taylor Studio.

The Oxford Playhouse aims to provide an excellent experience of live performance for everyone by:

- Maintaining and developing The Playhouse's leading contribution to local and national cultural life
- Setting high performance standards within a programme appealing to a wide cross-section of the people of Oxford, the county and the region
- Achieving a position of financial stability making a positive contribution as a business to the local economy
- Taking a positive approach to developing the broadest possible audience
- Retain its reputation as a welcoming theatre for patrons and performers
- Encouraging new talent in professional and amateur theatre
- Developing an education programme that encourages active involvement in and understanding of the arts
- Achieving high professional standards from our staff and maximising opportunities for their development
- Maintaining the fabric and equipment of The Playhouse at a high standard

Work Experience at Oxford Playhouse

Here are the departments and people you will work with over the course of your week and brief description of the tasks you might be involved in. Approach every task with energy and enthusiasm, and you can't fail to have a good time and learn a lot.

Technical / Backstage:

Under the supervision of our **Technical Manager, Tim Boyd**, you will be watching a 'Get-in' of the show which is currently being prepared for – see brochure for the show in question. This is otherwise known as a 'fit up' - where the Technical team and the visiting company bring in and build their set and lighting rigs. Please ask **Tim Boyd** or **Learning Officer** if you would like to see a performance from the lighting box/backstage.

Directors Office

Spend time in the hub of the building where we decide what productions make it to the Oxford playhouse stage. Our directors and program managers oversee the artistic visions and day to day running of the whole theatre. You will be working to assist them with the general up-keep of the theatre and learning what it takes to put together a successful season.

Development:

The **Head of Development** will set you administrative tasks such as photocopying, helping to process accounts or researching trusts and funds for future projects. If we have a sponsor's function looming, there will be packs to collate and preparations to assist with.

Box Office:

Here you will see how our Box Office Staff work to assist the general public and how they operate the computerised sales system, PE. Please remember that it can get very busy at times so you may be observing rather than doing!

Learning

Work alongside **Heidi Vaughan, Head of Learning** and Hester Bond, **Learning Co-ordinator** to find out what education means outside a school environment. Assist on workshops and auditions, research organizations, plays, images. This may include visits to other venues or schools.

Marketing:

Here, you will be helping the marketing department with a variety of tasks including mailing leaflets, and seeing how a programme or brochure is put together. Our Marketing Dept. is **Sarah Jervis, Marketing Manager, Lisa Wood, Marketing Officer and Kayleigh Hellin**.

Front of House:

Dress slightly smarter and learn how to work safely in a theatre packed to the rafters with as many as 600 audience members. Front of house is a tightly run ship and relies heavily on the work of our dedicated volunteer ushers overseen by managers **Carrie Hardy and Bobby Sunda**.

Finance:

Our Finance Officer **Graeme Everist** and his assistant **Linda Hickman** will take you through the financial operations of the theatre.

OP USE ONLY

Date Received:

Dates Available: Yes No

Date Contacted:

Dates Requested:

Shortlist: Yes No:

Placement Date:



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Application for Work Experience

Name: _____ Date of Birth: _____

Home Address: _____

Post Code: _____ Phone Number: _____

E-mail: _____

Name of School: _____

School Phone Number: _____

.....
Date of Placement? (please refer to the website for available placements)

From _____ To _____

.....
Education / Personal History:

What exams have you taken / are you about to take? (please include grades / predicted grades)

What are your career aspirations?

Talk about a piece of theatre that you have seen or taken part in. Did you enjoy it? If so, why?

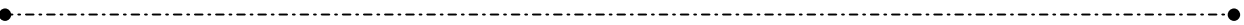
Have you taken part in any theatrical activities or attended any courses that involved theatre?

What was the last show you saw and where did you see it? What did you think of it?

What skills do you have? (Example: keyboard / computer literacy / etc.):

Are you happy to make and receive telephone calls?

YES / NO



*Why do you want to come to **Oxford Playhouse** for your Work Experience?*

What do you hope to gain from coming here?

Signed:

Date:

When completed, please return your form to:

Hester Bond
Learning Co-ordinator
Oxford Playhouse
Beaumont Street
Oxford
OX1 2LW

Or by email to: hester.bond@oxfordplayhouse.com
Any questions? Telephone Hester Bond on: 01865 305334