

## Work experience application

Thank you very much for applying to undertake a work experience placement at Oxford Playhouse. The first half of this application pack will tell you some information about Oxford Playhouse and a little bit about the placement that you are applying for. For the second part, it's over to you! The application form is an important part of the application process, so read the questions carefully before answering as fully as you can. When you have read and completed the pack, you can email it to [hester.bond@oxfordplayhouse.com](mailto:hester.bond@oxfordplayhouse.com) . In the subject line of your email write *Work Experience Application*.

Good Luck!

## A bit about Oxford Playhouse...

Oxford Playhouse moved to its current home in Beaumont Street in 1938 and is one of Britain's most important regional theatres. Its rich history has seen the launch of some important careers. Judi Dench, Maggie Smith and Rowan Atkinson, now patrons of Oxford Playhouse, are just some of the famous faces to have performed on our stage over the years. In 1990, Tish Francis re opened the theatre after a period of closure and kick started an exciting new era for the Playhouse. Current Director Michelle Dickenson took the reins in 2008 and under her leadership the Playhouse has hosted some of the most dynamic and important theatre companies on tour in Britain as well as producing its own work and touring both nationally and internationally.

Oxford Playhouse is 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.

## 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 *Molara*, and produced *One Small Step*, which enjoyed a highly successful run at the Edinburgh Festival and toured internationally to over 20 countries.

In 2010 Oxford Playhouse Productions produced the world premiere of *Von Ribbentrop's Watch* and a new show for pre school children called *Bathtime*. 2011 has seen us produce *The Wright Brothers*, *Dear Father Christmas* and of course our annual pantomime *Mother Goose*

Oxford Playhouse aims to provide an excellent experience of live performance for everyone. We do this by...

- Setting high performance standards.
- Appealing to a wide cross-section of people in Oxford, the county and the region.
- Retaining our reputation as a welcoming theatre for audiences and performers.
- Encouraging new talent in professional and amateur theatre.
- Developing a learning programme that encourages active involvement in and understanding of the arts.
- Achieving high professional standards from our staff and maximizing opportunities for their development.
- Maintaining the fabric and facilities of the Playhouse at a high standard.

## **Learning**

At the core of our work is our Learning team which is devoted to helping the theatre to engage with schools, university students, pre-school children and their parents as well as the wider community.

One of the many things the learning team does is offer a series of placements and work experience opportunities throughout the year. Having young people in our building is very important to us and allows us to engage with their ambitions and talents and assist their development and potential to work in theatre.

We also nurture young people in performance. We have two young companies 16|22 and 11|15, young people passionate about creating and performing theatre. They have gone from strength to strength and 16|22 will be performing *Animal Farm* on the main stage of the Oxford Playhouse in 2012.

## **Work Experience at Oxford Playhouse**

During your week of work experience at Oxford Playhouse you will engage with all our administration and management departments. Here is a brief description of the departments you will encounter and the people you will meet.

### **Technical / Backstage**

Under the supervision of our Technical Manager, Tim Boyd, you will watch a 'Get-in' of a show. This is otherwise known as a 'fit up,' where the Technical Team and the visiting company bring in their set, props, costume and technical equipment.

### **Programming & Productions Office**

You will spend time in the hub of the building where we decide which productions will make it on to our stage. Director Michelle Dickinson, Programme Manager Charlie Field and Producer Michelle Knight work to choose a diverse and exciting selection of work to feature in each season. You will gain an insight into how the programme for each season is selected and let us know what you think should be in the next brochure!

### **Development**

The Development team Jo Osborne and Rachel Green will talk to you about the theatre's ongoing fundraising activity and how we raise money from individuals, businesses and through trusts and foundations. They will also be asking you for your fundraising ideas!

**Ticket Office**

Here you will see how our Ticket Office Team works to assist the general public and get bums on seats.

**Learning**

Work alongside the Learning team to find out what education means outside a school environment. Assist on workshops, research organizations, plays and upcoming work for the next season.

**Marketing**

Here, you will be helping the Marketing team with a variety of tasks including mailing and seeing how a programme or brochure is put together. Our Marketing team is Marketing Manager Erin Crivelli, Marketing & Digital Officer Lisa Wood, Marketing & Press Officer Madeleine Woolgar, and Marketing & Data Officer Russell Souch.

**Finance**

Our Finance team Graeme Everist and Linda Hickman will take you through the financial operations of the theatre.

**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! You will become a theatre usher for the evening, tearing tickets, assisting the audience and when the hard work's done, sneaking in to watch the show!

## Application for Work Experience

### Personal Details

Name

Age

Home Address

Phone Number

E-mail (this is the means by which we will contact you so please make sure you write clearly)

Name of School/College

School/College Phone Number

Date of placement you are applying for (refer to the website for available dates)

From To

### Education

Please list any GCSE or AS/A2 level exams taken including grades achieved or predicted grades.

Exam Subject	Date Taken	Grade/Predicted Grade
i.e. GCSE Drama		

Having read about the type of things you would be doing during your placement week, talk about why you would like to come on work experience to Oxford Playhouse.

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What would you hope to gain from the placement week?

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Talk about a piece of theatre you have seen. What did you like about it? What didn't you like?

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What skills do you have that would be useful during the placement? (Example: keyboard / computer literacy)

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What are your career aspirations?

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**Finished? Return your form to Hester Bond, Learning Co-ordinator,  
hester.bond@oxfordplayhouse.com**

**Any questions? Contact Hester Bond on 01865 305334 or email the address above.**