#### Work Experience

Thank you 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 about the placement for which you are applying. The second part of the pack gives you the opportunity to let us know all about 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 completed your application, please email it to [workexperience@oxfordplayhouse.com](mailto:workexperience@oxfordplayhouse.com) or send it by post to Work Experience, Oxford Playhouse, Beaumont Street, Oxford, OX1 2LW.

It is important to note that the standard work experience placement at Oxford Playhouse is administration and management focused. **There is no opportunity for performance or to work backstage in the Technical Department**. Therefore, if you are interested in the whole process of running a theatre and presenting a varied programme of shows, we look forward to hearing from you.

Our Work Experience programme is open to anybody aged 14 to 19 with a passion for theatre. Please note that we are always oversubscribed so please don’t be disheartened if you are not selected this time.

For 2021 the Work Experience weeks are below:

* Monday 7th to Friday 11th March 2022
* Monday 25th to Friday 29th April 2022
* Monday 13th to Friday 17th June 2022
* Monday 4th to Friday 8th July 2022

**Oxford Playhouse: A Playhouse for Everyone**

Thank you for your interest in the Oxford Playhouse. Positioned in the cultural heart of Oxfordshire, **Oxford Playhouse** inspires, engages and entertains a wide-reaching and diverse audience. Wepresent, produce and tour the highest quality middle-scale, small-scale and off-site theatre; support and nurture artists; and manage an imaginative community and participation programme delivering exceptional cultural experiences for all. 248,000 people attended our performances at the Playhouse and on tour in 2019/20, and 13,647 took part in activities, including working with 58 schools across the whole county.

**Oxford Playhouse** has an outstanding record of success presenting and producing an ambitious programme which includes the finest national and international touring drama, family shows, contemporary dance, music, circus, comedy and spoken word, in the main auditorium (640) and **Burton Taylor Studio** (50). Our **Playhouse Plays Out** programme is designed to reach new audiences giving people the chance to see unexpected theatre in unexpected places. The **Plays Out Tent** tour in Summer 2019 reached 6,475 children/families in deprived areas in Oxfordshire. We present regular **student and community group productions** on the main stage, and the BT studio houses over 40 student drama productions during the academic year, alongside a professional programme of original work by diverse artists.

Oxford Playhouse has a **commitment to co-producing new productions on the midscale**: reimagining classics and creating new ones of our own. Our most recent co-productions include *Wise Children* (with Emma Rice’s eponymous new company), *The Remains of the Day* (Royal & Derngate Northampton and Out of Joint) and *Pride & Prejudice Sort Of* (Lyceum, Edinburgh).

**Oxford Playhouse’s creative learning programme** encourages lifelong creativity from Early Years to Seniors. We work with organisations such as AGE UK, KEEN, BeFree Young Carers and Oxford Association for the Blind on bespoke participation projects.

Oxford Playhouse's **artist development scheme** ***Evolve*** provides support for artists including funding, space and mentoring.  ***Playhouse Playmaker*** supports playwrights at all stages of their career, with specific strands for primary school pupils and young writers. We also produce ***Offbeat*,** an annual festival of new work in partnership with Arts at the Old Fire Station.

The theatre is an Arts Council England **National Portfolio Organisation**, and receives core funding from the University of Oxford, Oxford City Council and St John’s College. Oxford Playhouse achieves a high proportion of earned income. Our **annual turnover for 2019/20 was £4.3 million**: 80% from ticket and secondary sales and hires, 13% subsidy form core funders and 7% from fundraising.

Throughout the pandemic, OP continued to deliver all our artistic, education and participation programmes online.  We embarked on co-producing digital productions; staged our first livestreamed event; commissioned 6 new digital works from freelance artists; ran over 300 Artist Development sessions; and delivered workshops to over 4000 children and young people. We are excited about continuing this work when we reopen the building. We were awarded over £1.6m of additional funding from the **Culture Recovery Fund;** and raised over £300k from donations towards the ***Playhouse Plays On* Campaign**, a testament to the goodwill and love our audience has for the theatre.

We are committed to ensuring our workforce reflects the diverse communities of Oxfordshire, and that we fulfil our aspiration to be a Playhouse for Everyone.

*Louise Chantal & Vanessa Lefrancois, Joint Directors and CEOs*

# Work Experience at Oxford Playhouse

## Application Process

Due to the busy nature of our work at Oxford Playhouse, our Work Experience weeks are pre-schedule to ensure a fulfilling placement with lots of opportunity to work across our many teams. Please note the pre-scheduled dates overleaf, and ensure to clearly select the dates you wish to apply for. We cannot, at present, offer Work Experience placements to students outside of these dates listed.

1. Please fill in the form attached, and return to [workexperience@oxfordplayhouse.com](mailto:workexperience@oxfordplayhouse.com). We cannot guarantee a place for everyone, so we recommend you apply early.
2. Our team will confirm whether we will be able to offer you a space or not, via the email provided on your form.
3. One-month before your placement, our team will invite you to the Playhouse for an ‘Interview’. This informal interview is in place for us to get to know you a little bit better before you join us for your Work Experience placement.
4. Two weeks before your placement, our team will confirm your schedule for your week with us, outlining expectations and logistics.

**Example Work Experience Placement Schedule**

Each Work Experience placement will look slightly different, based on the opportunities available in our theatre at the time. Due to the pre-scheduled nature of our placements, students will be recruited in groups of up to 10 people, who will work together in their own ‘pop-up department’ for the week.

Please see an example schedule below, of a typical work experience day – this is used as an example only, and your own schedule will be provided two weeks before you join us.

|  |  |  |
| --- | --- | --- |
| **Monday** | **11am** | **Start** |
| **11am to 11.30am** | **Welcome & Introductions** |
| **11.30am to 12noon** | **Tour of theatre** |
| **12noon to 12.30pm** | **Project 1: Briefing** |
| **12.30pm to 1pm** | **Planning time** |
| **1pm to 2pm** | **LUNCH** |
| **2pm to 2.30pm** | **Talk: Programming Team** |
| **2.30pm to 3.30pm** | **Planning time** |
| **3.30pm to 4pm** | **Project 1: Presentation** |
| **4pm** | **End** |

# Careers Guidance As part of your week with us, time will be scheduled for you to speak to our Participation Manager, one-to-one, to discuss avenues into the theatre industry. Our Participation Manager will be happy to reflect on questions you might have about places to study or train, as well as how to build a CV. This opportunity will be built into your schedule, to give you time to prepare questions you might have, and/or to create a draft CV for us to give you feedback on.

# Application for Work Experience

###### Personal Details

|  |  |
| --- | --- |
| Name: |  |
| Age: |  |
| Home Address: |  |
| Home Phone Number: |  |
| Mobile Phone Number: |  |
| E-mail: |  |
| Emergency Contact Name: |  |
| Emergency Mobile Phone Number: |  |
| Name of School/College: |  |
| School/College Work Experience Coordinator Name and Phone Number: |  |

**Dates of the placement you are applying for (please tick):**

|  |  |
| --- | --- |
| Monday 7th to Friday 11th March 2022 |  |
| Monday 25th to Friday 29th April 2022 |  |
| Monday 13th to Friday 17th June 2022 |  |
| Monday 4th to Friday 8th July 2022 |  |

**About You – Please use as much space as you need and answer as fully as possible.**

|  |
| --- |
| **What areas of theatre interest you and why?** |
|  |
| **Talk about a piece of theatre you have seen. What did you like/dislike? What worked and what didn’t work (writing, movement, direction, design, staging etc)?** |
|  |
| **Please describe a project or achievement of which you are proud.** |
|  |
| **What skills do you have that would be useful during the placement?** |
|  |
| **What would you hope to gain from the placement week?** |
|  |
| **What are your career aspirations?** |
|  |

**Finished? Return your form to** [**workexperience@oxfordplayhouse.com**](mailto:workexperience@oxfordplayhouse.com) **or post it to   
Work Experience, Participation, Oxford Playhouse, Beaumont Street, Oxford OX1 2LW.**

**Any questions? Please don’t hesitate to get in touch:** [**workexperience@oxfordplayhouse.com**](mailto:workexperience@oxfordplayhouse.com)