

WORK EXPERIENCE AT THE NEW VIC **INFORMATION FOR STUDENTS AND TEACHERS**

The New Vic Theatre is a professional producing theatre. This means that we rehearse, design, build and market our own shows for our own theatre.

The New Vic Theatre is open from 10:00am until 11:30pm every day except Sundays. It has 600 seats in its auditorium. It has two rehearsal studios, set, carpentry, properties and scenic art workshops, a costume department, administration, front-of-house and marketing offices, a bar, restaurant, shop and a Box Office.

We employ over seventy full-time employees as well as up to 150 free-lance workers (actors, directors, designers, choreographers, musicians, voice coaches, fight directors) each year.

We produce nine professional productions a year in our auditorium. Each show rehearses Monday-Saturday, 10:00am to 6:00pm (with some evening sessions) for four weeks and then plays for up to four weeks.

We have an Education Department that works with children, young people and adults. We also run a Youth Theatre with sessions held most weekday evenings. Our Borderlines Department works with young people at risk and people with learning difficulties. Both departments work in the building and in schools, colleges and community venues throughout Staffordshire.

We offer two types of placement

- working solely within a specific department that you are most interested in.
- working in one or more different department each day. These include, Front of House, Design, Education, Costume, Borderlines, Administration, Marketing/Box Office, Stage Management and Technical.

We prefer placements to last for one working week. In special circumstances we may make an exception.

Individual Department Placement

We can offer work experience placements to students in a number of departments throughout the year. However, some departments have restrictions on the age of students on placement and also on the timing of placements. Please see department details below.

Multi Department Placements

These placements are open to students in year 10 and above and are ideally suited to those who have an interest in many different departments and wish to gain an overall insight into the workings of a professional producing theatre.

Each student will spend half a day in the departments listed below working with staff. As working in theatre involves some antisocial hours, students are required to work one evening during the placement with the Front of House and Technical Departments.

Students must be collected at the end of the evening by a parent/guardian. If this is a problem for you, please ensure that this is written on your application form.

All Placements

Whilst we endeavour to create a warm, friendly and stimulating working environment, it is important that students do not have unrealistic expectations of what a placement in the Theatre will be like:

- The Theatre is a business like many others and is not necessarily more exciting or 'glamorous' than other businesses.
- Under no circumstances will students on placement be asked or allowed to perform in a professional production. We do not offer work experience in acting.
- Students will not be 'discovered' by a director or casting director and put on the road to stardom.

We will ask for the potential work experience placement to visit the theatre for an interview with the Head of Department concerned. The offer of a placement is at the discretion of the Head of Department. Most departments will request an interview. We expect students to be punctual, diligent and pay care and attention to the Rules of Health and Safety. A copy of our Health and Safety Policy will be sent out once a placement has been confirmed. The New Vic Theatre reserves the right to terminate a placement after discussion with the student and the school or college concerned.

Applicants/ parents should note that:

The New Vic receives lots of applications from students. Please be aware that only those with a genuine passion for theatre or those who can display a range of relevant experience will be given a placement.

The New Vic is arguably more informal than other work places. Parents should bear in mind young people will be amongst a normal working adult environment. Also, New Vic plays may contain adult themes and language.

Whilst we have a theatre restaurant and cooking facilities for staff, parents must also be aware that successful applicants will be unsupervised during lunch/break times. Without parent consent to say otherwise, all under-16's will remain on-site during their working hours.

The departments that can offer a work experience placement at the New Vic Theatre are:

STAGE MANAGEMENT

The Stage Management Department deals with many aspects of a Production, from buying, making and borrowing props and furniture to coordinating the backstage area when a show is in performance.

Day to day work includes setting up rehearsal rooms, show maintenance and

preparation, propping for the next production and offering support for other departments.

Due to the nature of the work involved, the department only allows applicants of 16 years and over.

Ideally Stage Managers should possess:

- good communication skills
- patience
- tolerance
- punctuality

THE TECHNICAL DEPARTMENT

The Technical Department deals with the technical aspects of a production, primarily lighting and sound. For reasons of Health and Safety and efficiency, a placement would not normally be offered during the week a production opens.

However, a student would be placed during a week when there is interesting work to be involved in and when the staff have sufficient time to explain and demonstrate what they are doing. As this can vary from show to show, in an average work placement tasks will differ, but the staff will make sure the student experiences:

- how to program the lighting desk (create cues etc)
- how to build practical items (usually a basic electrical circuit) and how to wire a plug.
- an explanation of lighting design and how that is created
- attendance at a rehearsal
- the use of colour and gobos
- tying knots (clove hitch and bowline)
- creating sound effects on mini disk and sampler
- exploring the main sound desk
- setting up a basic sound system
- technical health and safety information

ideally students on placement in the technical department should possess:

- a rudimentary knowledge of electrical equipment
- a respect for safe practice when dealing with it.
- be 15 years old and over

THE DESIGN DEPARTMENT

A work placement in props/design involves working alongside the propmaker and scenic artist in the theatre workshops. Students help to paint/build/create scenery, furniture and properties for our main stage productions.

Placements are offered during the fortnight prior to the opening of a production, when the workshops are at their busiest and are for one week only.

Students on placement in the Design Department should have:

- good artistic ability
- some craft skills
- knowledge of artists' materials.

Warning! The jobs in this department are likely to be messy.

Students are invited to the theatre before confirmation of any placement for an informal interview and to show some of their artwork.

THE COSTUME DEPARTMENT

The Costume Department is responsible for supplying and maintaining all the costume requirements of a Production. This includes footwear, wigs, accessories and sometimes underwear as well as garments. The means of supply may be making, hiring, purchasing or using stock.

On a busy show the department works under a lot of pressure and good teamwork is absolutely essential. The Costume Cutters interpret the designs and plan the methods of construction and the garments are then handed on to be made up. There is no opportunity for a student to take on one costume as an individual project.

A student on placement could be asked to

- assemble garments for fitting
- make up garments through to finishing after fitting
- dye shoes
- distress or age garments
- make hats.
- Note: A basic ability to construct garments is essential

How much responsibility is given would depend on the student's abilities and experience. Placements in the Costume Department are available only to students in Higher Education, studying fashion or theatre costume. Placements are usually of two to three weeks duration.

THE MARKETING / ADMINISTRATION DEPARTMENT

The Marketing Department of the New Vic supports the theatre's work through the provision of professional Marketing, Public Relations, Graphic Design and Box Office. The Administration Department supports every department and focuses on the general operation of the building, from handling all incoming and outgoing correspondence, casting, maintaining the company vehicle fleet, ensuring the theatre complies with all its license requirements, insurance, governance and personnel/recruitment. Students will spend their time undertaking a variety of administration tasks and gain understanding of office systems and equipment.

These departments will strive to:

- Provide a useful introduction to the world of work
- Offer interesting, varied tasks
- Give our time to explain the work involved
- Share our experience and skills

Ideally, students on this placement should be:

- interested in the department's work
- willing to undertake reasonable tasks in any of our areas of responsibility
- reliable in terms of time-keeping and other basic professional disciplines
- clear about the things they need to get out of their placement.
- Have good communication skills and a polite manner
- Have an ability to use a PC – or willingness to learn.

- Be willing to undertake a variety of tasks and work under own initiative
- Keep information confidential

NEW VIC EDUCATION

Note the difference in time period for this placement.

New Vic Education is able to offer work experience to young people 16+ who have an interest in using theatre as an educational tool. This will take the form of an attachment to one of our regular drama groups. We would require the young person to make a commitment to one term (approximately 12 weeks). Offer subject to interview.

Students will need

- To demonstrate planning and organisational skills
- To be flexible
- To have experience of drama techniques
- To be passionate about your subject

THE BORDERLINES PROGRAMME

Because of the sensitive nature of much of the Departments work, often with vulnerable and challenging client groups, students on placement from schools and colleges will need to demonstrate a significant degree of maturity and responsibility. Borderlines is unlikely to offer a placement to a student under sixteen years of age.

Students will be offered the opportunity to learn about:

- Experiential and participatory workshops
- Devising for Community Theatre
- Where appropriate, the technical aspects of touring in connection with Borderlines performances and presentations.

Supported work experience

This is available to young people whom Borderlines has worked with on projects and performances over a period of time (and who may be under sixteen years of age) The young people gain experience from being around the Borderlines staff and department learning work and social skills and correct behaviour in dealing with potentially difficult situations. Recently this supported work experience has included educational tutoring supplied by the Youth Offending Team with support from Borderlines staff to encourage the completion of revision and homework. Supported Work Experience is only available to young people who have been referred to the New Vic Theatre by an appropriate partner agency.

NOTE: STUDENTS OVER THE AGE OF EIGHTEEN ON PLACEMENTS WITH BORDERLINES OR THE EDUCATION DEPARTMENT WILL BE SUBJECT TO THE SAME SYSTEM OF POLICE CHECKS AS NEW VIC STAFF

Further info:

Some excellent on-line information about careers in theatre can be found at:

<http://www.getintothetheatre.org.uk/>

WORK EXPERIENCE AT THE NEW VIC

Please note: this is an application process. Therefore, a placement is not guaranteed

Name.....

Address.....

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Home Phone number:.....

Mobile phone number:.....

Email Address:.....

Date of Birth.....Age.....Year Group.....

School.....

Address.....

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Contact Teacher.....

Contact phone number.....

When would you like your placement?

Why would you like to come to The New Vic for your work experience?.....

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Do you want a multi-department / individual placement (delete as appropriate)

If you want an individual department placement, where do you want to work and why?

1st choice.....

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2nd choice.....

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