

Work Experience Information Pack

The Yvonne Arnaud Theatre Guildford

Thank you very much for your interest in our work experience programme.
The Yvonne Arnaud Theatre offers a week long placement in the Youth department to students aged 15 and over.

Plus individual placements to the over 18's in the Main Stage department.

As each department can only take one student at any time, the placements are limited and in demand.

We endeavour to have a work placement for every week of the year but there are times in the programme when we cannot make offers.

Contact details:

All enquiries should initially be directed to the Work Experience Co-ordinator. Email is preferred.

Theatre operates day and evening therefore young people are able to contact us outside of education hours, enabling them to make their own enquiries, ask their own questions and confirm their own arrangements as part of their whole experience of professional work.

Work Experience Co-ordinator

wex@yvonne-arnaud.co.uk

Stage Door, The Yvonne Arnaud Theatre, Millbrook, Guildford, Surrey, GU1 3UX

Youth Department

Interview:

We would like to speak to you for an informal interview the week before. This will give you chance to find out what kind of activities you will be expected to participate in during the week and to confirm your timetable which varies depending on the time of year and whether it is term time or holiday workshop.

Hours:

Variable.

Ideally as follows:

Monday	12noon to 6.30pm
Tuesday	12.30pm – 6.30pm
Wednesday	1pm – 7.15pm
Thursday	11am to 5pm (includes main house matinee)
Friday	off
Saturday	9am to 5pm (often released at lunchtime)

N.B. if there is a school workshop planned for the week that you will be spending with us then you will be invited to attend this (usually from 9.30am – 3.30pm)
If there is a Youth Theatre show being performed during the week, then the hours may change. You will be informed in advance if this is the case.

Dress code:

Casual + comfortable. (e.g. jeans + t-shirt – you must be prepared to run about in classes, but also to make props, paint etc)

Possible duties:

- Watching Youth Theatre classes
- Assisting and / or taking part in the sessions
- Assisting with the preparation of classes
- Assisting with office work (admin / marketing), which may well include photocopying, filing, and stuffing envelopes
- Helping to maintain the costume / props stores (sorting out or cataloguing costumes / props)
- Researching / making simple props
- Attending / assisting in any school workshops
- Watching the matinee performance of the main house show.

WORK EXPERIENCE – MAIN STAGE

A placement in the backstage department at the Yvonne Arnaud Theatre is open to over 18 year olds only.

A work experience or shadowing placement will be booked for one day, or longer, depending on the situation and experience of the applicant, and the programme of the theatre stage space.

Applications should be made via email to wex@yvonne-arnaud.co.uk

Applications should contain the following information:

- Name
- Contact details.
- Age.
- Up to date education and work experience whether relevant or not.
- A **short** personal statement stating what has brought you to pursue this type of placement, and where future ambitions and training endeavours lie.
- Any relevant medical conditions relating to physical work and allergies.
- Your available days/dates for a placement – it may be useful to check the website for our up and coming events and choose a production that seems to appeal for your shadowing placement.

A typical work experience day is likely to be assisting with the set- up of scenery and lighting for an incoming production, and will include the physical activities of lifting and carrying.

Knowledge of tools will be an advantage.

There may be maintenance tasks, and an amount of tidying, sweeping and hoovering.

Please note that this is **not** a placement for those with acting aspirations unless you have a particular interest in stage management or technical theatre disciplines.

There is also no facility for those with make-up and costume interests.

Nor anyone who requires a tutor or parent to be involved with organising their placement.

Initiative, a sense of self awareness and responsibility to safety, an ability to work with a lively and sociable team, and a willingness to muck in on all tasks both interesting and mundane are all advantages in applying for this placement.

Other information:

There is no staff canteen but the theatre has a public café in the front foyer where you will be able to buy food and drink. It can work out expensive so own food or town trip may be better.

Backstage theatre operates similar to a factory in terms of health and safety – you must act attentively and responsibly at all times and respond immediately to instructions given to you.

Any placement student who is found to be behaving irresponsibly, endangering themselves or those around them will be asked to leave the theatre instantly and not return.

The Yvonne Arnaud welcomes many recognisable names from films and television. There is an understanding in theatres that once past the stage door any celebrity is protected from ‘fan-like’ behaviour. Therefore please do not seek autographs or approach our performers in an inappropriate fashion.

We look forward to meeting you soon, and please do not hesitate to give us a call if you have any further queries.

wex@yvonne-arnaud.co.uk

01483 440077

Yvonne Arnaud Technical Manager, overall supervisor for duration of work experience on site: **Liza Cheal**.