



# Work Experience 2021

Every year the ADC Theatre offers the opportunity for two students aged 14-16 to complete a one-week work experience placement. Places are typically very competitive, but if you are interested then we'd love to hear from you.

The programme is designed to introduce the behind-the-scenes work that goes into theatre administration. During your placement you will:

- Experience a backstage tour of the theatre.
- Learn about the programming process and how the Theatre Manager decides what productions should be staged at the theatre both in and out of student term time.
- Learn how the theatre brings in audiences through its marketing and outreach strategies.
- Learn about the theatre's Front of House operations including bar management and the Box Office.
- Learn about the theatre's financial systems and budget.
- Learn about some of the theatre's technical equipment and risk assessment procedures.
- Learn about the process of bringing a show to the stage: from pre-production and putting together a production team, to rehearsals and staging.

By the end of the week, you will have had the opportunity to shadow all six members of the ADC Management team, and will be encouraged to use the knowledge and skills learnt to put together a mock show application.

Please note that this is an **administrative placement**, and therefore **does not involve any form of acting/directing**. Do make sure that this is the right placement for you before applying!

Currently, the only dates available for this year's work experience programme are **Monday 5th July - Saturday 10th July 2021**.

*Please be aware that our ability to run this year's programme depends on the current state of COVID-19 restrictions both nationally and locally. Successful candidates will be kept well-informed in the run-up to the scheduled dates with further information about whether or not the programme will be able to go ahead, and if so, in what form it will take.*

Applications for placements in **July 2021** are now open and **close on Tuesday 5th January 2021** at midday. As places are highly competitive we will not be accepting late applications and will not be able to provide feedback to unsuccessful applicants.



To apply, please send a CV (no more than one side of A4) and a cover letter to [recruitment@adctheatre.com](mailto:recruitment@adctheatre.com). In your cover letter please explain:

- Why are you interested in an administrative work experience placement at the ADC Theatre?
- What part of theatre administration are you most excited to learn about on your placement?
- What skills do you think are necessary for someone working in theatre administration?
- Tell us about a show you have seen and why you enjoyed it. (This doesn't have to be a show at the ADC!)

After this first round of applications has closed, a selection of candidates will be invited for a short interview at the theatre. These will be held in the weeks following the application deadline.

If you have any questions please do get in touch by contacting [recruitment@adctheatre.com](mailto:recruitment@adctheatre.com) – in the meantime good luck and we look forward to hearing from you!

