



## Work Placements at New Theatre and St David's Hall

The two venues offer a Work Placement, which aims to offer insight in to the different areas of potential employment in the Arts and therefore covers a variety of departments. Wherever possible we attempt to incorporate specific areas of interest to the student, into periods of the placement.

During a typical week's work placement, the following areas will be included:

- A day with the Marketing Department learning about arts marketing procedures, including constructing marketing plans.
- A day with the Arts Active team learning about the administration of education procedures and projects and in some cases, observing project work.
- A day with the Box Office staff learning how to use the booking system and how to deal with calls and enquires from the general public.
- A day with the Front of House team assisting with duties such as customer care during performances.
- A day with the Technical Department assisting with the technical element of preparing for performances including lighting and sound.

## How to get a placement

- Fill in the application form and send it back to us. We will then shortlist a number for interviews based on the applications.

**NB. You must be 14 years or older at the time of taking up your placement**

- Don't forget to let us know how to contact you so please include your address and telephone number.
- Send your application to:

**A<sup>2</sup>: Arts Active, St David's Hall, The Hayes, Cardiff, CF10 1SH**

If you have any queries, give us a call on 029 2087 8573

*Work placements at St David's Hall and New Theatre are very limited so get in touch as early as possible!*





## Work Experience Application Form

Please complete the details below. A CV and/or cover letter may be included but cannot be considered without this form.

Name	
Address	
Telephone Number	
Telephone Number (in case of emergency)	
Age and Date of Birth	
Desired dates of work experience	
School/College	
Qualifications or training - (this can include academic subjects and if applicable date of exams taken/to be taken)	

*Please turn over and tell us in no more than 50 words why you would like a work experience placement at the New Theatre and St David's Hall.*





## Supporting Statement

In no more than 50 words, please tell us what your interests are, what experience you have had and what you think you would get out of a placement at St David's Hall or the New Theatre.

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Finally...please could you ask your teacher to provide us with a character reference stating your behaviour, commitment and suitability for the placement, and send this along with these completed forms to:

Arts Active  
St David's Hall  
The Hayes  
Cardiff  
CF10 1SH

If you have any queries please call 029 2087 8573

