

Hall For Cornwall



Work Experience Application Pack

About Hall For Cornwall

Since November 1997, Hall for Cornwall has provided Cornwall with a large-scale fully professional theatre. Offering 1,000 seats and promoting an ambitious year round programme of local, national and international performing arts, this presenting theatre attracts approximately 190,000 people every year to a wide programme ranging from popular comedy to classical music.

There is an average of over 300 performances a year. Many of the events are high profile, adding to the existing reputation of Cornwall in the field of arts and culture. Visiting Companies in 2017 have included productions from ETO, BRB, school linked productions with the RSC and large scale productions such as *Death of a Salesman*, *The Adam's Family* and *Dirty Dancing*.

At the theatre there are over 90 paid jobs and posts for in excess of 100 volunteers.

Hall for Cornwall has a main auditorium, two licensed bars, function rooms, a rehearsal room, a Coffee Shop and Restaurant.

Currently there are 7 departments, Marketing and Communications, Programming, Arts Development, Fundraising, General Managers Team (incorporating technical, operations and catering departments), Directors Office and Finance. Our work experience programme takes you through each department.

As well as performances, functions and education events, HFC also hosts Flea and Craft Markets throughout the year.

As part of its programme a limited number of week-long work experience placements are offered each year to students in Year 10.

For further information on work experience please contact:

Isobel King

Education Manager

Hall for Cornwall, Back Quay TRURO TR1 2LL

01872 321971

Isobelk@hallforcornwall.org.uk

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Work Experience Role Sheet



The following sheet gives examples of the range of activities that students on placement will be undertaking. These activities may vary according to the timing of the placement. Hall for Cornwall is predominately a Presenting House and, as such, does not have a wardrobe and make up department or an in house company of actors.

General Managers Team:

1. Tour of Building
2. Overview of the theatre and its operations
3. Talk and visit backstage areas
4. Discussing operational issues e.g. Health and safety and its implications in theatre
5. Working with the Maintenance Supervisor on safety checks

Technical Department

1. Stage and technical work
2. Observation of work on stage
3. Participation in some technical work

Catering Department

1. Helping to set up in the Coffee Shop and working part of a shift
2. Work within kitchen area supervised by Head Chef
3. Work shadowing in Ocean restaurant
4. Meeting Duty Catering Manager (opportunity to ask questions)
5. Tour of theatre bar and cellar
6. Lunch in the restaurant

Front of House

1. Shadowing a FOH shift with the Manager on Duty
2. Shadowing the work of voluntary Stewards
3. Understanding the administrative role of stage door

Marketing and Communications

1. Overview of arts marketing
2. Sorting through newspapers – searching for HFC mentions to analyse and archive
3. Writing a press release
4. Helping with a mailing
5. Observing press call if timing allows

Programming

1. Meeting with programming team
2. Seeing how our Artifax (bookings) system works.

Box Office

1. Observing counter sales, seeing how AudienceView (the ticketing system) works
2. Overview of customer service
3. Observing the Telesales operation in the Phone Room
4. Helping to get 'batch' tickets in the post.

Finance

1. Helping with basic accounting and spread sheets
2. Assisting with simple Finance tasks such as processing invoices

Arts Development

1. Helping with tasks involved in setting up a workshop
2. Visiting or assisting with an event with of our Resident Companies if timing allows
3. Filing – photocopying generic forms and documents to keep stocks up to date
4. Practical and hands on experience of a workshop or activity if possible

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Work Experience: Person Specification



The following sheet gives an indication of the kind of skills and qualities you need in order to get the most out of a work experience placement at HFC.

ATTRIBUTES	ESSENTIAL
Education & Qualifications	GCSE
Experience	Some understanding of theatre Interest in all aspects of running a theatre Aspirations in arts management
Abilities & Skills	Computer literate, Word, Excel Good communicator
Motivation	Motivated Good timekeeper Able to undertake a range of tasks Good attitude Confident Able to work independently
Personal Attributes	Interest in how a large arts organisation operates
Health & Physical requirements	None
Special requirements	Good dress code
Circumstances	Able to travel daily to Truro Able to work a combination of evenings and day times

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Work Experience Application Form



Please complete this form and return it to: **Isobel King, Education Manager, Hall For Cornwall, TRURO, TR1 2LL** by **Friday 1st December 2017**. Due to the high volume of applications a decision re placements may not be made until early January 2018, we will contact everyone who applies for a placement as soon as we can.

Please write clearly using a black or blue pen. Please note applicants may be invited to attend a short informal interview either in person or by phone prior to a decision being made.

FAMILY NAME	Parent / Guardian Email
FIRST NAME	
ADDRESS	
HOME TELEPHONE NUMBER	DATE OF BIRTH
	NATIONALITY

NAME OF SCHOOL OR COLLEGE	
ADDRESS OF SCHOOL OR COLLEGE	
CONTACT TEACHER	SCHOOL PHONE NUMBER

Please use the box below to tell us about any medication that you take, any special needs or disabilities that you have, and anything else that you feel we ought to know:

--

Please tell us about how you plan to travel to and from Truro each day:

--

Please **tick** the dates below that you are available for work experience in 2018 (*we only offer work experience placements during these weeks*):

Week beginning Monday 12 th March 2018	
Week beginning Monday 25 th June 2018	

If your application is successful we will offer you a one week overview placement which includes all aspects of the work involved in running Hall for Cornwall.

Please tell us about any formal education qualifications, certificates or other achievements that you have. These could be GCSEs, or other achievements in Sport, Music, Duke of Edinburgh Award, in the community, other work placements or part time jobs etc.

School, College, centre or place of work	Dates	Achievement or qualification obtained

Please tell us why you would like to come to HFC for a work placement:

Please give details of experience, skills, training or any other information you would like us to have

What hobbies and interests do you have?

To the best of my knowledge, the information on this form is correct:

Signed by student	Print Name
Countersigned by teacher	Print Name
Date	

HALL FOR CORNWALL
Equal Opportunities Monitoring Form

Hall for Cornwall is committed to equal opportunities and the elimination of unfair discrimination on the grounds of gender, race, disability, ethnic origin, religion, age, marital status, sexual orientation, Aids/HIV infection, Trades Union membership, political persuasion, employment status and membership of associations.

You are not under any obligation to complete this questionnaire, but it will help us with the task of monitoring.

The information it contains will be used for statistical purposes only. You may choose to answer only some of the questions.

Please tick the appropriate box in answer to the questions below

Gender Female Male Non-Binary

Age Less than 18 18 - 24 25-34 35-44 45-64 65+

How would you describe your race or cultural heritage?

African Asian British

Cornish European Other

If 'other', please specify

Do you have a health problem or disability? YES NO

If 'yes', are you registered disabled? YES NO

Please specify how you found out about Hall for Cornwall's work experience scheme

Thank you for your assistance.