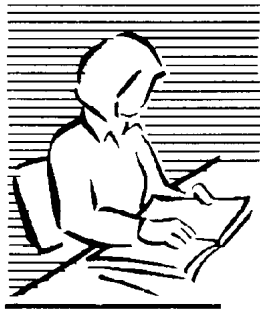
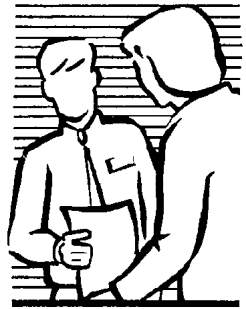




1 *Watching*  
a stage technician



2 *Reading*  
promotional material



3 *Talking*  
to the public



4 *Working*  
with a technician



5 *Observing*  
a director



6 *Using*  
equipment



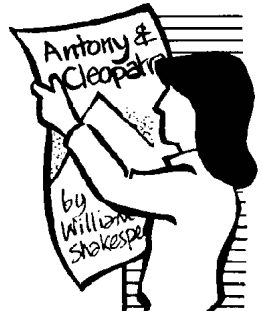
7 *Interviewing*  
a manager



8 *Attending*  
a production meeting



9 *Assisting*  
in the box office



10 *Promoting*  
the forthcoming  
production

NAME \_\_\_\_\_

FORM \_\_\_\_\_

PLACEMENT \_\_\_\_\_

# *Work Experience*

## **IN THE PERFORMING ARTS**

 **cei**  
centre for education & industry

**DfEE**

**Work Experience Learning Framework  
for Pre-16 Students**

## Questions to ask

### 1 *Background to the organisation*

- What is the history of the arts organisation?
- How is the organisation funded?
- How many people are employed by the organisation?
- What are the main patterns of employment, e.g. full-time/part-time?

### 2 *Employment in the performing arts*

- What different types of jobs are there?
- What career and training opportunities are there?
- What qualifications, skills and experience are required?
- Where are jobs/vacancies advertised?

### 3 *Working conditions*

- What are the working conditions like for the different people?
- What types of contracts are offered to employees?
- What responsibilities do management have?
- Is there a trade union representative?

### 4 *Arts administration*

- What are the different work roles in a production team?
- Who has overall responsibility for each area of work?
- How do the departments communicate with one another?
- Is there opportunity for post-production evaluation?

### 5 *Venue layout*

- What type of performance space is it?
- What facilities does the front of house offer the public?
- What technical facilities are available?
- What facilities are available to the performer?

### 6 *Health and safety/security*

- What information is available on health and safety procedures?
- What possible health and safety incidents may occur (i) front of house (ii) backstage?
- What procedures are implemented if the fire alarm is activated during a performance?
- Is there a qualified health and safety representative on site?

### 7 *Customer service*

- What are the responsibilities of the front of house team?
- What is the management responsible for?
- How are complaints handled and resolved?
- Are audience surveys part of the organisation's strategy?

### 8 *Marketing*

- What arts policy is promoted by the venue?
- How does it target particular audiences?
- What advertising strategies are employed?
- How are the marketing methods evaluated?

### 9 *Equal opportunities*

- Does the organisation have an equal opportunities policy?
- Do the disabled have full access to all the facilities?
- Are particular jobs carried out by men or women?
- How are the jobs advertised?

### 10 *Quality assurance*

- What is quality assurance?
- What are the quality standards of the organisation?
- What procedures are there to maintain quality?
- Who is responsible for maintaining the quality standards?

