



# The Lights Placement Programme

A placement programme for young people seeking to experience work  
in a small-scale receiving theatre

**One or Two week placement opportunities**

Applications considered throughout the year

The Lights  
West Street, Andover  
01264 368368  
[www.thelights.org.uk](http://www.thelights.org.uk)

## **Background**

The Lights opened its doors to the general public in October 2006 following the closure of Cricklade College Theatre in 2003, through investment from Test Valley Borough Council and additional financial support from Hampshire County Council. The Lights is situated in the heart of Andover and serves the communities of Test Valley and beyond

The Lights established itself very early on as a hub of creative activity in the town and alongside an exciting array of shows, events and workshops offered, has also attracted the business sector to use its professional conference facilities

The venue programmes a wide range of live events to suit all tastes including blues, folk and pop music, theatre, spoken word, comedy and dance and also has a strong relationship with local amateur arts companies

## **Work Placements**

The Lights welcomes applications to join us on school work placements. If you are considering The Lights, read through this application pack to get an idea of what is involved. If you decide it's for you, fill in the simple application form and send it back to the Theatre. You will also need to complete whatever forms your school require in order to progress arrangements.

The work placement is designed to provide an insight into a small scale theatre and is a good way of thinking about theatre as a career path and also considering further education opportunities such as BTEC's or A-Levels. We offer a varied and broad introduction to work in theatre covering all areas including front of house, box office, marketing, creative classes and administration, however we are unable to offer a whole week in one of these areas.

We believe that it is important to 'experience' work in theatre and during the week we will ensure that you do more than just 'shadow' our staff.

If we consider that the requested dates would not offer a suitable placement experience (for example if the theatre has little activity scheduled) we will try and offer alternative dates if at all possible. We regret we are not able to offer placements in July or August

## What to expect from a Lights placement

Before each placement we will put together a timetable for the week. This will vary from placement to placement and will be designed to ensure that maximum 'hands on' experience is gained. From your placement you can generally expect:

- Information in advance about the theatre
- A work placement timetable
- An informal interview and tour of the venue
- The opportunity to gain a broad understanding of how the departments within a small scale receiving theatre work together. In particular:
  - Marketing
  - Administration
  - Creative Classes
  - Box Office
  - Front of House
- The opportunity to work a front of house shift in the theatre as an usher
- Participation in direct mailing activity and print distribution
- 'Hands on' training on the venue's box office system
- Participation in a range of classes and workshops assisting our resident tutors
- The opportunity to remain involved in The Lights development as a volunteer

## **What you won't get**

The Lights is a receiving theatre which means it does not produce its own work.

Generally as a receiving house we do not:

- Make or service costumes
- Design or build set or scenery
- Rehearse or devise shows
- Design sound and lighting
- Become involved with make up or dressing

## **Theatre Staff**

The theatre employs 8 staff and also has a team of 60 active volunteers and 10 casual staff. The list below is intended to give an indication of who placements will meet during the week:

Venue Director	Heather Whittam
Marketing Manager	Vacant
Operations Manager	Rob Sewell
Arts Officer	Faye Perkins
Finance Officer	Lacey Potter
Technical Manager	Paul Reynolds
Duty Managers	Sharon Vennall & Steve Hysted
Sales and Marketing	Heather Moore & Sharon Vennall

## **Basic Facilities & Services**

Catering and Breaks:

Tea, coffee and water are all available during your placement in the staff kitchen. Placements are required to make their own arrangements for meals and are also welcome to bring packed lunches.

The theatre has a flexible break policy and Lights staff are likely to break for lunch at varying times. Placements will be encouraged to take a one hour break for lunch.

Telephone:

Placements will be able to use the theatre's telephone free of charge for any necessary phone calls home, to make transport arrangements or to make calls connected with the placement

First Aid:

The Lights has a number of trained first aiders on site and full health and safety brief will be given on the first day of the placement

First Placement Day:

Placements should report to The Lights box office where they will be met and greeted and introduced to the rest of the team

## **Working Times**

**IMPORTANT:** We require that anyone joining us on work placement is available to work flexible times. This may mean working evenings when we have a show and taking some 'time off in lieu' during the week to compensate for the extra hours.

Generally placements will work from 9.30am – 4.30pm and we will ensure that all working times are notified at least one week in advance. If flexible working is likely to be problematic it is important to discuss this with the theatre before applying.

## **Insurance**

Test Valley Borough Council (the owner and operator of The Lights) holds employers liability insurance and public liability insurance.

## **Confidentiality**

Placements may have access to confidential data on the box office system. It is a condition of acceptance that the confidential nature of this information will be respected.

## **Location**

The Lights is situated off West Street in Andover, opposite the Andover Leisure Centre. The theatre is on the edge of the Andover College campus. For full travel details visit [www.thelights.org.uk](http://www.thelights.org.uk)

## **I Think This Is For Me**

If you have decided that you would like to join The Lights for your work placement then you should:

1. Discuss the placement with the teacher responsible for your work placement
2. Follow the school's procedure for applying for the placement AND
3. Fill in the application form included in this pack

**Please note that we do receive many applications for work placements and are only able to accommodate a limited number of placements per year.**



## Work Placement Application Form

Please complete this form and return it to **Heather Whittam, Venue Director, The Lights, West Street, Andover, SP10 1AH**

Please write clearly using a black pen.

Surname:	Email:
First Name:	Date of Birth:
Address:	Nationality:
Home Telephone Number:	

Name of School or College:	Contact Teacher:
Address of School or College:	School or College 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 you feel we ought to know:

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Use the box below to inform us of the dates you are available for work placement:

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

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

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What hobbies and interests do you have?

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

Signed by Student:	Print Name:
Signed by Teacher:	Print Name:
Date:	