**Work Experience Application**

**Name:**

**Dates requested for Work Experience:**

**Age at time of Placement:**

**Is this Placement for: School / College / University / Independent**

**Contact Email address:**

**Please Provide Parent or Guardian if under 16**

**Please Tick the box of what work experience option you would like to request.**

|  |  |
| --- | --- |
| **Option 1 - 5 Day Week** | **Option 2 - Shadowing** |
| Joining us at the Lichfield Garrick Theatre, learning about each department within the Theatre, to see how it is run and how they work together to create great shows and a good experience for theatre goers.   * Age 14+ * Monday-Friday 10am-4pm, 1 hour Lunch Break included. * A mix of activities but primarily Admin based tasks. | Joining us at the Lichfield Garrick Theatre, shadowing a professional within your chosen field. This could range from Technical skilled jobs, to directing to Front of House. For this option we would need full details of what you are looking for during your time with us, and is dealt with on a case by case basis.   * Age 16+ * Standard of up to 3 sessions with us. * Required working hours dependent upon requested opportunity. |

|  |
| --- |
|  |

In the box below please tell us why you would like a work experience placement at The Lichfield Garrick Theatre. **In around 500 words or less**

***Video Application***

*The Lichfield Garrick Theatre accepts applications in both written and video format. If the applicant is under the age of 16, a parent/guardian must be present at all times while filming the video and let us know in the video that they are present. However only the applicant and parent/guardian may appear in the video.*

*It is the responsibility of both the applicant and parent/guardian to ensure that there is no identifying information exposed within the video background e.g. addresses etc or anything inappropriate for a workplace setting e.g. coarse language etc.*

*Once filmed, please attach the video in an email to Sophie Allen using the Education email* [*education@lichfieldgarrick.com*](mailto:education@lichfieldgarrick.com)*. If the file is too big to attach to an email, there are free transfer sites available such as* [*wetransfer.com*](https://wetransfer.com/) *, or if you would like it password protected you can use the free site* [*fromsmash.com*](https://fromsmash.com/)*. In this case send 1 email with the link and a second with the password.*

*Any video sent is stored securely in accordance with the Lichfield Garrick Theatre’s Safeguarding policies, may only be accessed by the relevant staff and held for the appropriate time following GDPR regulation. If you have any questions or requests to remove your data please contact* [*jonny.mcclean@lichfieldgarrick.com*](mailto:jonny.mcclean@lichfieldgarrick.com)*.*

*Please note work experience applications are reviewed on a fortnightly basis.*