

## Landmark Theatres Work Experience Pack

Landmark Theatres is an organisation that runs two theatres in Peterborough, the Key Theatre and the New Theatre and two venues in North Devon, The Queens Theatre and The Landmark. We are always looking for ways to collaborate with young people and know that work experience is a great opportunity for us to give local students an insight into how we operate!

This pack is designed to let you know a little about us and what our work experience offer is. If you have any further enquiries, or would like to arrange a conversation to discuss work experience with us, please contact our Education Officer Joanna at [joanna.linford@landmarktheatres.co.uk](mailto:joanna.linford@landmarktheatres.co.uk)

Included in this pack is information about:

- Our Venues
- Our Departments
- Time table Example
- What Our Work Experience Offer Includes
- What We're Looking For
- How to Apply
- What Happens Next
- Frequently asked questions

### Our Venues



**Queen's Theatre**, Barnstaple is a 655 seat traditional receiving house situated in Barnstaple's Town Centre.

The venue was originally named The Queen's Hall from the 1952 rebuild and has been in its current format since 1993; however, a theatre has been on this site since 1435.

The venue plays host to a wide variety of touring productions. From classic dramas, to musicals, ballet, orchestral concerts and comedians, audiences can enjoy the varied programme from two comfortable levels of seating. Hosting a welcome bar at stalls level and another Upstairs At The Queen's on the second floor, the venue opens as a café during the daytime, for pre-show dining and also acts as a perfect space for meetings and private drinks receptions.

**The Landmark** is a wonderful, multi-purpose arts complex built on the stunning seafront of Ilfracombe.

Built in 1997, this unique building consists of a wonderful 479 horseshoe shaped theatre and the Pavilion, a circular function room.

The theatre space is a beautiful space where audiences and artists share the same air and art in a manner not often found. With wonderful acoustics, it is the perfect setting for intimate shows, especially plays, one-man performances and community productions.





## Our Departments

Like all successful theatres, we have various departments that work daily to ensure that everyone has the best experience whilst with us. A lot of stuff goes on behind the scenes and there's always something to be done.

Taking part in our work experience programme would mean getting a snippet of each department, to allow you a well-rounded opportunity in the hope that you'd walk away with a brand new appreciation and understanding of all that it takes to work in a thriving city theatre.

It is our aim that all successful work experience applicants will take part (in some capacity) in activities from each of the following departments.

### Production

The production team consists of many in house and freelance creatives including directors, choreographers and producers. Production are the people who develop and put together some of the amazing shows at our venues.

### Tech

The Tech department make our shows look amazing. From stage design, to sound, to lighting and all the practicalities that come with making a performance come to life! The Tech team work with the shows we host to build their stage and are a crucial part to any show you watch at one of our venues.

### Marketing

Once a show is booked in, we've got to spread the word. This is where the Marketing department comes in. From creating daily posts on social media, to writing press releases, to keeping our websites up to date, the Marketing team are always busy making sure everyone knows all about the exciting shows and opportunities we have coming up.

### Operations

The Operations team deal with all things practical and organisational. Think, making sure the correct staff are in the building to help set up shows, that we have enough stock, that all our takings are accounted for and making sure the venues are opened and closed at the correct time.

### Programming

The Programming department are the people who book the shows and negotiate a deal with touring company's and hirers. They need to have a keen eye and a fantastic understanding of what will be popular to bring to one of our venues.



### **Box Office**

None of the work we do would be possible without the work put in by our Box Office department. They're the first ones you see when you enter the building and the ones who guide you through your booking, being there to answer the phone or deal with any queries or requests from customers or hirers.

### **People and Values**

The people and values team are continuously working to ensure all staff are able to enjoy their work and communicate their needs, ideas and challenges to the wider organisation. They are also responsible for ensuring that the company values are upheld and valued by all those who collaborate with us.

### **Events**

The events team will work with customers looking to host a variety of events within our venues. This could be a large scale conference, a festival or a party. Their role requires them to arrange food, decorations and entertainment as well as working with theatre staff to ensure customers have an amazing experience when celebrating an occasion at our venues.

### **Business Development**

Our organisation requires forward thinking and planning to ensure its sustainability. The Business Development team are always finding ways for our company to thrive as well as seeking opportunities to collaborate with other businesses and find funding opportunities that will support the projects we offer. The team supports the organisation's overall growth.

### **Talent and Participation (T&P)**

The T&P department is all about broadening what we host beyond just ticketed shows, aiming to develop opportunities for local people, be that creative, professional or experience based. The Participation team work to get as many people involved in all that we have going on and are always on the lookout for new and innovative ways to make our venues better for all.

## Time table Example

Below is a copy of last years timetable so you can see how the day is likely to run. This may be subject to change dependant on staff availability but it will give you an idea of what to expect.

|       | <b>Tue<br/>26th</b>                                                                                                                                    |       | <b>Wed<br/>27th</b>                                                           |       | <b>Thurs<br/>28th</b>                                                                                                 |       | <b>Fri<br/>29th</b>                  |       | <b>Sat<br/>30th</b>                                                                   |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-------------------------------------------------------------------------------|-------|-----------------------------------------------------------------------------------------------------------------------|-------|--------------------------------------|-------|---------------------------------------------------------------------------------------|
| 10:00 | <b>Welcome and tour of<br/>The Queens Theatre</b><br>(Jo & Becky)                                                                                      | 10:00 | <b>Box Office</b><br>(Eliot)                                                  | 11:00 | <b>Marketing</b><br>(Naomi Online)                                                                                    | 10:00 | <b>Theatre Events</b><br>(Becky)     | 10:00 | <b>T&amp;P<br/>Create a workshop</b><br>Jo L                                          |
| 11:00 | <b>T&amp;P Origin workshop</b><br>(Jo)<br>Piano Bar                                                                                                    | 11:00 | <b>Production</b><br>(David online)                                           |       |                                                                                                                       | 11:00 | <b>People and Values</b><br>(Sarah)  | 11:00 | <b>Interviews/ Evaluation</b><br>Group 1<br>Interviews<br>(Sarah/ George)<br>5 People |
| 12:30 | <b>Lunch</b>                                                                                                                                           | 13:00 | <b>Lunch</b>                                                                  | 12:00 | <b>Lunch</b>                                                                                                          | 12:30 | <b>Lunch</b>                         | 12:00 | <b>Lunch</b>                                                                          |
| 13:30 | <b>Front Of House shift</b><br>(Andy/ Becky/ JJ, George)<br>Ushering for Rude<br>Science<br>15:00 – 16:30<br><b>Group A FOH</b><br><b>Group B Tech</b> | 14:00 | <b>T&amp;P<br/>Ignite workshop</b><br>(Jo & George meet<br>Ben/ Sonny)<br>T&P | 13:00 | <b>FOH</b><br>(Andy/ Becky/<br>JJ/George)<br>Dino tales<br>14:00 – 16:00<br><b>Group A Tech</b><br><b>Group B FOH</b> | 13:30 | <b>Programming</b><br>(Karen online) | 13:00 | <b>Interviews/ Evaluation</b><br>Group 2<br>Interviews<br>(Sarah/ George)<br>6 people |
|       |                                                                                                                                                        | 15:15 | <b>Break</b>                                                                  | 16:00 | <b>Break</b>                                                                                                          | 15:15 | <b>Break</b>                         | 14:00 | <b>Break</b>                                                                          |
|       |                                                                                                                                                        | 15:30 | <b>Business</b><br>(Nelson online)                                            | 16:15 | <b>Volunteer Event</b><br>17:00<br>(George and Jo)                                                                    | 15:30 | <b>Interview prep</b><br>(Jo)        | 14:15 | <b>Both Groups recap</b>                                                              |
| 16:45 | <b>Check in</b>                                                                                                                                        | 16:30 | <b>Check in</b>                                                               |       |                                                                                                                       | 16:30 | <b>Check in</b>                      | 16:30 | <b>Check in and wrap up</b>                                                           |
| 17:00 | End of Day                                                                                                                                             | 17:00 | End of Day                                                                    | 18:00 | End of Day                                                                                                            | 17:00 | End of Day                           | 17:00 | End of Day                                                                            |

## What our Work Experience Offer Includes

Each successful work experience applicant will:

- Take part in a scheduled week of planned activities in each of our departments from **Monday 15th to Friday 19th February 2027 10:00 – 17:00**.
- Work alongside a team of helpful professionals.
- Each successful work experience applicant will take part in a guided mock interview to prepare you for your next job interview. This is completely informal and a chance for you to ask questions and receive coaching on how to make a great impression when interviewing for work in the future.
- Have fun... we hope!

## What We're Looking For

This work experience placement is perfect for those studying creative, technical or business based subjects. Or for those interested in having a career in management, tech, marketing, hospitality, or something within a creative industry.



Desirable attributes would be:

- Confidence to communicate well with others.
- Curiosity to ask questions about the way we operate.
- A good listener, who knows how to put what they have learnt into practice.

Although these may be our desired applicants, we are open to anyone with the correct attitude, drive and ambition.

## How to Apply

If this sounds like something you'd like to get involved with, then we'd love to hear from you. The participation form is available on our website and must be completed before **1<sup>st</sup> January 2027** to reserve your place.

## Next Steps

Once we have received your completed participation form, we will make contact to confirm if we are able to offer you a work experience placement and share a full schedule with you. We operate on a first come first served basis so complete your participation form as soon as possible. **Please note, if you are under 18 years old, your participation form must be completed by your parent or guardian.**

## Frequently asked questions

### Q: What should I wear?

**A:** Smart casual clothes should be worn. Smart jeans are fine. Some days you will be taking part in physical workshops so wearing something you can comfortably move in is suggested for these days.

On days you are working front of house, we ask that you wear all black (or dark), smart clothes with no logos. This is because you will be working alongside staff members in uniform in a customer facing role. This will help identify you as part of the theatres team.

### Q: Can I go into town for lunch?

**A:** Provided we have consent from your parent or guardian when they complete the participation form, you can leave the venue at lunch time. If you are 18 years old we do not require consent from your parent or guardian. We ask that you ensure you leave enough time to get back to the theatre at the agreed time. There is a Tesco, M&S and other food vendors less than 5 minutes' walk from the



theatre. You can also bring a packed lunch to store in the fridge if you prefer. Please do not bring any nuts as others could be allergic.

**Q: What time should I arrive at the Theatre?**

**A:** Most days will start at 10:00am and finish at 17:00pm, although some days may vary. On your first day you should arrive at The Queens Theatre at 10:00 and a member of the Landmark Theatres team will meet you in the foyer.

If you have any further questions, email our Education Officer Joanna at [joanna.linford@landmarktheatres.co.uk](mailto:joanna.linford@landmarktheatres.co.uk) or our Talent and Participation Manager, George at [george.barnett@landmarktheatres.co.uk](mailto:george.barnett@landmarktheatres.co.uk)