



## 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 application pack is information about:

- Our Venues
- Our Departments
- What Our Work Experience Offer Includes
- What We're Looking For
- How to Apply
- What Happens Next

### Our Venues



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

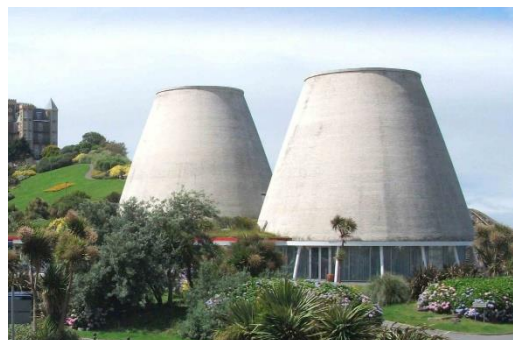
The venue was originally named The Queen's Hall from the 1952 rebuild and has been in its current format since 1993; however, a theatre has been on this site since 1435.

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.

### **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 Peterborough venues.

### **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.



### **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.

### **Administration**

The Administration department deals with all the details. From ensuring that invoices and show settlements are arranged and processed, to making sure there is enough stationary in the office cupboard, there's always an admin task to make sure our venues are running as efficiently as possible.

### **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.

## **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 14th to Friday 18th April 2025**.
- 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 application form is available on our website. Alternatively 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) to request an application form. The closing date for applications will be **12 pm Friday 28th February 2025**.

### Next Steps

Once you've submitted your application form, you will be invited to attend an hour-long workshop at the Landmark Theatre on either Tuesday 11th or Thursday 13th March.

### Important Workshop Information:

- Places will be allocated on a first come, first serve basis, so please complete and return your application as soon as possible
- A workshop invitation does not guarantee you a place on the work experience week.
- Although this is not an interview, due to the volume of applications we receive, we will need to be selective with who we choose for this year's cohort, so please come prepared to join in and show us why you're the right candidate for this opportunity.

We look forward to hearing from you soon!