

chichester festival theatre



WORK EXPERIENCE INFORMATION PACK

May – July 2025

Chichester Festival Theatre work experience opportunities are designed to support individuals choosing a career in theatre, those exploring if theatre is right for them, or students taking part in college or university placements.

Applications for placements will be open in March 2025. Placements will take place from May 2025 to July 2025.

We provide opportunities for **individuals aged 17+** to experience the busy environment of a renowned theatre. Each placement is different, depending on the time of year and department chosen. Some opportunities mix administrative and practical tasks, whilst others are focused on gaining an understanding of technical or production skills.

All placements are voluntary, and usually offered across one week.

We receive a very high volume of applications and are keen to ensure each placement is meaningful and enjoyable. We receive more requests than available placements, so unfortunately not all applications will be successful.

COLLEGE AND SIXTH FORM PLACEMENTS

We appreciate that some sixth forms and colleges ask for confirmation of placements far in advance; however due to the complex nature of productions and staff capacity, we may be unable to confirm placements months ahead of time.

HOW IT WORKS: IN BRIEF

- 1. Read through this information pack – it gives details of what we are able to offer, how the process works, and what a typical placement includes.**
- 2. Complete a work experience online application form on our website.**
- 3. Everyone will be notified of a decision. If your application is successful you will be notified by email of the department and dates on offer for your placement.**

HOW DO WE DECIDE?

Applications are important as they allow us to find out about each applicant and why they'd like to take part in a placement at Chichester Festival Theatre. This information helps us to shortlist individuals for interview from a high number of applications.

Listing any dates, you could take part in a placement will help us match these, although we understand this isn't always possible. We try to list unavailable weeks for departments on our website for potential applicants.

We are looking for individuals with a genuine interest in a working within the specific area they have requested to work within.

COMPLETING YOUR APPLICATION

We strongly encourage individuals to create and send their own online application form to us. For individuals with specific learning needs, family members or support workers are encouraged to support an application, or contact us directly before applying. If you have any questions before or during the process, please contact us using the details within this pack.

We ask each applicant to select one department that they are most interested in.

WHAT HAPPENS NEXT?

Shortlisting takes place with two members of staff. You will be informed if we aren't able to offer you a placement in 2025.

If a placement is agreed, we'll finalise dates, timings and give an outline of tasks and activities to you as soon as possible after the closing date for applications.

WHAT HAPPENS DURING A PLACEMENT?

Each placement is different, depending on the time of year, productions taking place, and the department chosen. Some opportunities are a mix of administrative and practical tasks, usually based in our administrative offices at the Theatre. Others are focused on gaining an understanding of technical or production skills, which will usually take place in our theatres and technical spaces.

We encourage anyone taking part to try all tasks out whilst with us to gain the best understanding of how your chosen department works.

WHICH DEPARTMENTS ARE PLACEMENTS IN?

We offer work experience placements in the departments listed on the next page. There are set lower age limits for each, related to health and safety considerations.

Unfortunately, we cannot offer work experience in the following areas:

**Acting
Directing
Script Development
Stage**

**Assistant Directing
Director Shadowing
Set Construction
Stage crew**

**Costume or Set Design
Rehearsal Shadowing
Props**

AGED 17+

LEARNING, EDUCATION AND PARTICIPATION

Assisting our extensive range of workshops and opportunities for communities, young people and schools. **Tasks may include:** supporting practical workshops; research and data input; creating presentations for different audiences; event planning.

DEVELOPMENT

Assisting our fundraising department, which works with individual benefactors, charitable trusts, CFT Friends and other sponsors to support our charitable aims. **Tasks may include:** research tasks; supporting fundraising events; data-entry and other administrative tasks.

MARKETING, COMMUNICATIONS AND DIGITAL

Assisting the creation and sharing of marketing assets, press communications, social media campaigns and digital media to promote and share our work. **Tasks may include:** administrative tasks supporting the creation of print or digital media; research tasks; assisting events; presenting ideas.

BOX OFFICE

The Box Office is responsible for processing bookings and dealing with general enquiries whilst ensuring exceptionally high levels of customer care.

PEOPLE

The People department looks after all the staff who work at CFT. We support our managers with recruitment, contracts, onboarding, offboarding and everything in between. We are here to help staff with any queries, and we look after the wellbeing of everyone here.

AGED 18+

LIGHTING

Supporting this team to safely and effectively light CFT productions. **Tasks may include:** shadowing tasks and different lighting roles; gaining understanding of equipment and software; assisting pre-show and/or post-show checks.

SOUND

Supporting this team to safely and effectively maintain equipment and deliver sound for CFT productions. **Tasks may include:** shadowing tasks and roles across live or recorded sound; gaining understanding of equipment and software; assisting pre-show and/or post-show checks.

WARDROBE

Assisting the wardrobe team to deliver CFT's vision on-stage. Tasks include, subject to experience, hand and machine alterations, sourcing fabrics and materials, 'breaking down' costumes and overall, contributing to the work of the department.

WIGS, HAIR AND MAKE-UP

Assisting wigs and/or make-up team for relevant shows; **Please note:** hair and make-up placements are not available on all CFT productions.

OTHER OPPORTUNITIES

We also deliver **apprenticeships, traineeships, and other opportunities** to engage with and support our work across the year. These paid roles and voluntary opportunities vary in time commitment and are always advertised on our website.

<https://www.cft.org.uk/news/apprenticeships-at-cft>

VOLUNTEERING

We run a weekly volunteer programme at CFT, exploring our extensive physical and digital archive. Email heritage@cft.org.uk for more information.

HANDY WORK EXPERIENCE TIPS

If this is your first time applying for work experience, we know it can be a challenge to get started on an application. Below are some handy tips to help you create the best application.

- ✓ **DO YOUR RESEARCH** Try to show that you have an understanding of Chichester Festival Theatre and the work we do. Use [our website](#) to find out more, and then let us know why you want to complete a placement here.
- ✓ **COMPLETE THE APPLICATION YOURSELF** It creates a positive impression if you contact the theatre yourself, and tell us about your interests and experiences.
- ✓ **BE SPECIFIC** What experiences or knowledge are you looking to gain in your chosen department? Also let us know as many date options as possible.
- ✓ **HIGHLIGHT YOUR RELEVANT EXPERIENCE** If you don't have experience in what you are applying for, don't panic! Use other examples to complement your application. For example, you could tell us how you helped at a school open evening or production.
- ✓ **CHECK BEFORE SENDING** Always read through what you're about to send to make sure it shows your skills and explains how you'd benefit from taking part. If you have any questions, let us know by emailing the address below.

CONTACT US

If you have any questions after reading through this information pack, please email workexperience@cft.org.uk and we'll respond. This mailbox is monitored Monday-Friday between 10am-6pm.