



Coronet Street, London, N1 6HD
Tel: 020 7729 9522 ext 262 Fax: 020 7729 9422
email: lydia@thecircusspace.co.uk
web: www.thecircusspace.co.uk

WORK EXPERIENCE - WHAT YOU CAN EXPECT

Most people get to know about us through **one** area of our work – you yourself may have heard about the activities we run for young people, seen a cabaret or are considering applying for the degree course. Because of this, people don't generally realise that we are chock a block with activities 7 days a week...

We squeeze in classes for young people, adults, and corporate team building. We have the UK's ONLY degree in circus, a professional development centre for artists to train and also put on productions. It's busy!

With all of these areas, the focus is on physical training. The classes that we run for young people and on the degree are concentrated on developing artists of the future. Over time we have built up a reputation as a leading company in creating and nurturing young artists to achieve their full potential through formal long-term training. We launched the London Youth Circus in September 2005 which further established ourselves in the youth arts industry.

The work experience package that we offer is a chance to find out what goes on behind the scenes – how do all these things actually happen?! As we create opportunities for young people to get into Circus as artists, we want to explore other career options available in the arts as an industry.

This placement is a chance to experience a **range of jobs** from the senior management team right through to the part time reception staff. This will allow you to see the individual importance of all the different jobs which work together to make the operation run smoothly. The aim is to give you a chance to see all the **cogs** which work together to make Circus Space a success.

There is a focus on **learning real things** that may be required of you in your future job. This is why we invite all students who would like to work with us on placement to come for an **interview** – it is a scary part of any **potential employment** – We think that you should have a practice run, before you

have do it for real (we are very nice!). As well as this, we think it is important for you get stuck in, trying out things which you may be able to use in the near future as well as seeing which path you may like to follow in the longer term. You should come out knowing how to do things that can go on your **CV** (and if you haven't already got one, a CV!)

Where possible, we will try to cover the following areas...

Interview

This is a chance to find out more about the placement and give us insight into why you want to work with us. You should have a think about what has made us your place of choice – outline your interests, how you heard about our work and which direction you see your career going in. Even though interviews are nerve racking, this one shouldn't be - you should make the most of it: This will be our first impression of you and as 'potential employers' you should try to make it a good one!

Degree

- Observe a class
- Day to day administration

Chief Executive

- Experience a senior management role

Business & Enterprise Learning Programme

- Communication – internal and external using range of media

Facilities

- Health and Safety brief
- Maintenance contracts
- Licences

Fundraising

- Help with a funding application

Information Technology

- update the website
- Clean a mouse
- Clone a PC

Marketing

- Work on a press release/ listings information
- Write an article for the Youth circus Newsletter

Operations/ Technical Department

- Explore the new extension and discuss the new spaces and their benefits
- if available watch a tech or dress rehearsal from a technical perspective

Human Resources and Office Administration

- Draft a report
- create/ develop your CV
- Minute a meeting

Reception

- Take a booking
- Answer the phone professionally
- Duty Manage evening activity

Participation and Outreach Programme

- Internet based research project
- Database management
- Observe classes

Hours of Work

Our normal office hours are 10AM – 6PM Monday to Friday, with an hour lunch break, that most people usually take at around 1 o'clock. These will be your normal hours of work.

However our activities run from 9AM – 10PM during the week, and from 10AM – 6PM on weekends. In order to see the whole range of activity we usually encourage students to work one evening of their placement and one weekend session. This is subject to what we have going on at the time of your visit, and will be discussed with you at interview.

What do I need to get a place?

- Attend an interview in advance.
- Have an interest in the performing arts – specifically physical or visual forms.
- Be prepared to try your hand at a range of skills and get stuck in for a week of hard work.
- Understand the need for professionalism at all times.
- Be able to work outside of normal working hours as required.
- To complete a feedback form at the end of the week to help us evaluate our services.

If you have any further questions about this or any other aspect of our work with young people, do not hesitate to get in touch

Lydia Ashman
Participation and Outreach Projects Coordinator
Circus Space
Coronet Street
London
N1 6HD

Phone 020 7729 9522 ext. 262

Email lydia@thecircusspace.co.uk