

PLACEMENT DESCRIPTION

Employer: WEX TEMPLATES

Contact:

Supervisor:

Employer Tel:

Website:

Job: Drama Assistant

Classification: Creative and Performing Arts

Ref: 50,038

Aims & Objectives: To develop key skills through the experience of work
 To gain an insight into working with tutors and students in a performing arts environment.

Key Tasks:

This placement could be at a school or at the Performing Arts Centre. (Note: The Performing Arts Centre term closes at the end of June, therefore students seeking placements in July cannot go there.)

Students will spend some time observing and then after training and under supervision may assist in a wide variety ranging from stage management, box office, production which includes sound, lighting, stage management, props and costumes and also event management. Generally you will learn more about dance, drama, music, watching classes, helping with administration etc. The placement may vary according to your level of ability and particular interest. Please be ready to discuss this at interview.

Requirements: You should have a keen interest in the performing arts. You should be confident and presentable.

Clothing: Casual (Should steel toe capped boots be required these may be borrowed from the Careers Service on deposit Tel 706567)

Working Hours: Maximum 37 hours per week. Hours may vary depending on events, must be flexible to get the most benefit from this placement. Some evening and weekend work may be required. Discuss at interview.

Meal Breaks: Half Hour Minimum. Students may go off site at lunch or bring packed lunch as only snacks available.

Interview Required: Y

Student to Arrange: Y

Notes:

Employer's Health & Safety Risk Assessment:

LACK OF KNOWLEDGE, EXPERIENCE & AWARENESS:-Student must be supervised at all times.

EQUIPMENT & MACHINERY, CHEMICALS & FLAMMABLE MATERIALS:-Student will not come into contact with hazardous machinery/chemicals.

SLIPS, TRIPS & FALLS:-Student will not work at heights. No use of ladders to adjust lighting)

WORKPLACE SPECIFIC HAZARDS:-Student must be aware of surroundings (trailing wires, moving stage sets etc.)

LIFTING & MANUAL HANDLING:-Safe manual handling to be shown .

CHILD PROTECTION ISSUES:-All staff are police checked.

ELECTRICITY:-Safe use of electrical items to be shown.

PERSONAL PROTECTIVE EQUIPMENT:-Goggles or hearing defenders will be provided if required.

COMPUTERS & WORK STATION:-Regular breaks from computer screens are required during prolonged use.

Special Notes:

Parents/Guardians will be expected to give details of any health problems e.g. epilepsy, asthma etc on the agreement form

Last Visit Date:

Next Visit Date:

Risk Band: L