



CAPA LONDON SAMPLE INTERNSHIP LIST THEATRE AND ARTS ADMINISTRATION

INDUSTRY DESCRIPTION

London is a major centre for theatre and the arts. However, internships in this field are becoming increasingly competitive. Students wishing to intern in this field should be prepared to potentially work some evening hours due to performances or events they might need/want to attend. It is important that students give as much information as possible concerning areas of interest (i.e. theatre education, playwriting, costume design, etc) in their application so that the most appropriate sites available can be found. Whilst we will endeavour to work to these interests, students should also be aware that the preferences can't be guaranteed.

In the past few years we have begun to see a shift in the number of Arts Organisations offering unpaid internships. Arts Council England provides funding for many of the major Arts Organisations in London and their funding comes from the government organisation known as the DCMS (Department for Culture, Media and Sport). In recent years, we have seen a change in the landscape of internships in these government funded organisations, as Arts Council England have started providing funding for Paid Apprenticeship Schemes in an effort to reduce the amount of unpaid workers in the Arts Industry and promote more inclusive hiring practices within Arts Organisations. Because of this, we tend to work with many of London's 'fringe' organisations as they are more likely to be willing to offer internships as they don't typically receive support from the Arts Council.




Please note that performance internships are not available, and lighting and sound engineering focused roles are extremely limited due to the level of experience expected and number of hours expected per week, in often freelance focused roles.

EXAMPLES OF PAST PLACEMENTS

Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

<p style="text-align: center;">Chicken Shed Theatre</p> <p style="text-align: center;">CHICKENSHEd</p> <p style="text-align: center;">THEATRE CHANGING LIVES</p>	<p>Chicken Shed Theatre are pioneers of inclusive theatre for children and youth groups. Facilities include a 300-seat auditorium, a flexible studio space, a foyer rigged for performance, full costume and props departments and learning resources. They also support a writer in residence and run theatre courses.</p>
--	---

<p>Chisenhale Dance Space</p> 	<p>Chisenhale Dance Space is based in Bow, East London. For the past 27 years this organisation has delivered both educational and artistic projects focused around Dance and Movement Arts. Since its beginnings, Chisenhale has had many forms but its focus has always been independent artist and company development, experimentation, research and the creation of new and exciting dance and movement works.</p>
<p>English Touring Theatre</p> 	<p>In their first twelve years ETT have toured over thirty productions, and gained a reputation for work which is carefully conceived, true to the play and respects its audience. They have won eighteen major awards, taken twelve productions into London, and worked with some of the most talented and respected artists in the country.</p>
<p>Icarus Theatre Collective</p> 	<p>Icarus is unique as a mid-scale theatre company in that it functions as a collective. A team of artists and managers run the company under the measured artistic direction of company founder Max Lewendel.</p>
<p>Jermyn Street Theatre</p> 	<p>Over the last twenty years the theatre has established itself as one of London's leading Off-West End studio theatres, with hit productions including Barefoot in the Park with Alan Cox and Rachel Pickup, directed by Sally Hughes, and Helping Harry with Adrian Lukis and Simon Dutton, directed by Nickolas Grace.</p> <p>In summer 2017 Tom Littler took over as Artistic Director. Littler has previously been Associate Director of new-writing venue Theatre503 and Associate Director of the Peter Hall Company. The theatre's founders, Howard Jameson and Penny Horner, have continued to serve as Chair of the Board and Executive Director respectively, and the generous donors, front of house staff, and tireless volunteers all play their parts in the Jermyn Street Theatre story.</p>

<p>Magpie Dance Company</p> 	<p>Based in Bromley, at The Churchill Theatre, Magpie Dance is an inclusive contemporary dance company which has carved out a national reputation for its exciting and inspiring approach to inclusive and creative dance. Magpie's mission is: 'Unlocking individual potential and ability, to be at the forefront of dance for learning disabled people'</p> <p>Founded in 1985 by the current Artistic Director, Avril Hitman, Magpie's programmes fall into three strands; participation, performance and training.</p> <p>Magpie delivers over 200 sessions annually for over 200 people in inclusive dance, accompanied with live music. Performances and workshops have ranged from Sadler's Wells to local churches, from the Streets of Brighton to Trafalgar Square, the Royal Albert Hall, Albany Deptford, Laban London, Peacock Theatre, a Yorkshire library, and the Churchill Theatre, Bromley.</p>
<p>Production Exchange</p> 	<p>The Production Exchange is a charity whose objectives are to support early career practitioners in the furthering of their skills and access to resources to develop their craft. Although we are a relatively new company there are some old heads at the helm and under the Chairmanship of Baroness Angela Smith of Basildon we are always keen to hear from others who would be interested in joining us to help further our charitable objectives.</p>
<p>Upstairs at the Gatehouse</p> 	<p>Upstairs at the Gatehouse is a 130 seat Fringe Theatre in Highgate, North London. Upstairs at the Gatehouse is an award-winning venue with a varied programme of drama, musicals and fringe theatre productions. Their artistic policy is to encourage new and young producers, directors, stage managers, set, sound, costume, and lighting designers.</p>

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

- | | |
|---|---------------------------------|
| Community Interaction & Engagement | Production Assistance |
| Costume Production | Set Construction |
| Event Coordination & Support | Social Media Development |
| Finance & Accounts | Stage Management |
| Media Production | Writing Press Releases |
| Office Administration | |

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Community Engagement	Presenting & Reporting
Effective Communication	Problem Solving
Networking	Research
Planning & Organisation	Teamwork
Practical Stagecraft skills	Time Management

PERSONAL PROFESSIONAL DEVELOPMENT

Through their internship and extra-curricular activities, we work to help students develop the following skills:

1. **Networking:** The ability to intentionally and purposefully connect and interact with others in order to develop professional and social relationships.
2. **Communications:** The ability to receive, interpret and articulate information and ideas effectively.
3. **Remote Collaboration:** The ability to utilise IT resources to connect virtually with others and achieve collective goals and objectives.
4. **Global Perspective:** To develop skills required to live and work in an interdependent world through forming an understanding of connections between one's own life and those of people across the globe.
5. **Cultural Awareness:** To develop an understanding of oneself, others and to embrace and appreciate diverse and complex perspectives, values and beliefs.
6. **Organisation, Time Managements and Prioritisation Skills:** The ability to achieve identified outcomes by using your time, energy and resources in an effective and productive manner.
7. **Problem Solving:** The ability to find solutions to difficult or complex issues and to manage moments of uncertainty or ambiguity.
8. **Adaptable:** The ability to adjust oneself readily to different conditions and environments.
9. **Goal Setting:** The ability to identify, form and implement actions that will guide you towards predetermined aims and objectives.
10. **Career Based or Vocational Skills:** The development of specific knowledge or abilities related to an occupation.