Information about the theatre

Established in 1932, Regent’s Park Open Air Theatre is the only permanent professional outdoor theatre in Britain. Its steeply raked auditorium is one of the largest in London with 1240 seats, yet those who attend say it is one of the most intimate. Both the stage and auditorium are entirely uncovered. Weather and temperature add a thrilling contribution to our work, making the complicity between actor, text and audience distinct at every performance.

From May to September each year the company’s four productions usually comprise three plays and a musical. Exploiting the incomparable setting of the Open Air Theatre, the company’s policy is to appeal to a broad range of theatregoers, many of whom see their first theatre production here.

Over 150,000 people visit each year during the 16 week season. With a small core team of 11 permanent members of staff, the theatre employs over 200 seasonal personnel (including the acting company) with many staff returning each year.

Administration Student Placement

The administration department is happy to offer a placement to a university student, where the placement is a required part of their course. All student placements are voluntary and unpaid, although reasonable travel expenses will be paid. This placement is suitable for students aged 18+ on arts administration, arts management or similar courses.

The role will be based in the administration department supporting their office work. This is likely to include general office duties, answering stage door enquiries, assisting with the administration of the theatre’s education programme and carrying out research projects.

Possible Dates

We would be looking to offer a placement for 3 days a week (ideally Monday, Wednesday and Friday) for 7 - 8 weeks. Due to the dates of our season, we are unlikely to offer a placement that starts earlier than Monday 6th May or finishes later than Friday 19th September. We would like to offer 2 students an 8 week placement each during the season, and so would be looking to work with dates which would allow this.
Skills the student may develop

The placement will provide the student with the experience of working in a busy office environment and offers the student the opportunity to develop skills including:

- Prioritising tasks and multi-tasking
- Independent problem-solving
- Organisational and interpersonal skills

Skills desired

The student must have good computer skills, including working knowledge of Microsoft Word and Excel (with knowledge of Outlook and Access an advantage). We would ask the student to demonstrate these skills through a short exercise at an interview.

We are looking for a student who is keen to pursue a career in Arts Administration and has good interpersonal and organisational skills. Experience of prioritising tasks and working in an office environment would be an advantage.

To apply

To apply please email the following information, along with a CV, to emma.friend@openairtheatre.com with ‘Administration Student Placement’ as the subject of the email.

- Name and contact details
- Your availability
- Your course details including the learning objectives/requirements of your course for the placement (eg. Minimum number of hours, any specific project requirements)
- Your expectations of the placement, what qualities and skills you can bring as a placement student and your future career aspirations (no more than 400 words).

Contact for further information

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