

Theatre Work Placement

Call for Applications

Open Call Information

Website:	NAC and BC's websites
Open Call Date:	Monday 14 October 2019
Submission Deadline:	Sunday 1 December 2019, 11:59pm (Singapore time)
Notification of Results	End-December 2019
Programme Dates	Mid-February 2020 onwards*

* Placement shall take place between the period of Feb / March 2020. Exact dates of placement will be confirmed after participant has been selected.

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1. About the Theatre Work Placement

The Theatre Work Placement (TWP) is introduced to nurture outstanding and committed individuals with at least 5 years of relevant experience in Singapore's arts sector who played the role of a festival or exhibition programmer, creative producer, or technical manager in Singapore. The TWP, designed and managed by the British Council, aims to identify up to four individuals to participate in this programme.

The TWP will provide participants with training that addresses the needs of Singapore's performing arts sector in the above-mentioned roles; exposure to international best practices; and access to international networks. Each participant will be expected to commit to a one-month programme comprising these two components:

- participation in a work placement at a host organisation in the United Kingdom (UK); and
- delivery of a public sharing session in Singapore after the work placement.

TWP participants are expected to contribute to the growth and vibrancy of the performing arts sector in Singapore after they return from the TWP programme. For example, participants may work on independent projects that utilise the skills, knowledge and competencies acquired through the programme.

The UK organisations that are participating in the Theatre Work Placement are:

- i. National Theatre Scotland (Producing)
- ii. Royal Exchange Theatre, Manchester (Technical)
- iii. Sheffield Theatres (Producing/Programming)

2. Award

The National Arts Council (NAC) will provide funding to cover all programme costs for the participants, and this will be administered by British Council (BC). The TWP participants' one-time international return airfare to the UK, accommodation, a living allowance, and other expenses in connection with the TWP, will be supported, capped at £10,000 per participant.

3. Expectations

Participants are expected to fully commit to the TWP by completing the programme to the best of their ability, and to the satisfaction of the British Council and the associated host organisation. This includes complying with the guidelines in force by the British Council and the host organisation.

i. Proposed Learning Objectives

Participants will propose learning objectives that articulate how participating in the TWP will help them professionally in the role of either a festival or exhibition programmer; creative producer; or technical manager. While each TWP participant will undergo a programme customised to their specific training needs, participants will also be expected to make as much of the experience as possible by applying themselves diligently to fulfilling TWP's objectives and their own.

ii. Programme Structure

The UK host organisation will appoint a member of their own staff as the Course Leader. The Course Leader will take responsibility for designing the programme for the participant that

their institution hosts. The programmes will be designed to take participants through a process of Observation, Understanding, and then Application. The programme will be practical and hands-on, and participants may be assigned to work on a show.

The programme may include, but will not be limited to, the following elements:

- a) For producers/programmers:
 - a. Content development and creative direction
 - b. Project management
 - c. Marketing for digital audiences
 - d. Leadership and decision-making
 - e. Contracts and negotiation
 - f. Fundraising
 - g. Financial management and governance
 - h. Monitoring and evaluation
 - i. Health and safety risk assessment

- b) For technical managers:
 - a. Lighting design
 - b. Digital design and programming
 - c. Managing large scale events and productions
 - d. Theatre electrics
 - e. Theatre sound
 - f. Rigging techniques
 - g. Stagecraft

Participants will be awarded a certificate of participation at the end of the programme.

iii. [Mentorship and Networking](#)

The participant's Course Leader will be the participant's mentor, offering advice and support throughout the programme. Participants will also have opportunities to network with senior members of their host organisations. Additionally, part of the placement will also include visits to two other UK theatres. These structured visits will be designed to broaden their understanding of best practices in the UK.

iv. [Sharing and Reporting of Learning Experiences](#)

After completing the TWP, participants will submit a self-evaluation report. Participants will also complete a survey on how they have applied the knowledge, skills or competencies acquired six months after the end of the TWP, as part of the programme's evaluation. A sharing session by the participants, to members of the arts community, will also be arranged at a later date.

v. [Non-completion of the Theatre Work Placement programme](#)

Prior to applying for the TWP, applicants must satisfy themselves on their availability to commit to the full scope of the TWP. Participants who do not complete the TWP will be required to return the full amount of funding support.

vi. [Accommodation](#)

Participants are responsible for arranging for their own accommodation for the duration of their stay in the UK. Participants may consider arranging for accommodation at a location close to their hosting organisation. Where possible, the host organisation will provide advice and support.

vii. Visas and Taxes

Under UK visa rules, all participants will be required to apply for the Tier 5 Intern Government Authorised Exchange visa. While the British Council and the host organisation may be able to assist on visa matters, participants are responsible for obtaining and complying with all necessary visa and tax requirements, and any additional eligibility requirements. Detailed information on the visa requirements can be found at the following link: <http://gov.uk/tier-5-government-authorized-exchange>.

viii. Personal Safety

Participants are responsible for their own health and safety. Before the TWP programme commences, participants must provide proof of travel and medical insurance cover for the duration of their work placement. Participants must adhere to all Health & Safety requirements as advised by the UK host partners.

ix. Indemnification

Participants shall indemnify the National Arts Council, the British Council and host organisations from any damages, loss or injury incurred for the whole duration of their participation in the TWP programme.

4. Eligibility

The TWP programme is open to Singapore Citizens or Permanent Residents residing in Singapore, who:

- a. have at least 5 years of working experience as a producer, programmer and/or technical manager in the performing arts sector in Singapore;
- b. have a University degree or be studying towards a degree equivalent to a UK Bachelor's degree or higher;
- c. are fluent in English;
- d. fulfil the UK visa requirements as required for participation in the TWP; and
- e. are able to commit to the entirety of the one-month programme.

The NAC will not be able to consider applicants who have pending/outstanding evaluation reports on the use of previous grants from the NAC, and/or have outstanding debts with the NAC.

5. Selection Criteria and Process

Applications will be assessed by a panel formed by representatives from NAC, BC and the UK host organisations, as well as Singapore arts professionals. The panel will consider the following factors in the assessment of your application:

1. Track record of achievements and involvement in the arts in Singapore:
 - a. At least 5 years of experience in Singapore's arts scene;
 - b. Strong portfolio with evidence of achievements and active involvement in performing arts-related projects and events.
2. Potential contribution to Singapore's arts sector after participating in the TWP:
 - a. Exhibit strong interest to specialise in festival and exhibition programming, creative/digital producing¹, or technical theatre;
 - b. Personal aspiration to contribute to the Singapore performing arts scene.

¹ Applicants with experience or have strong interest in digital producing may be prioritised.

3. Relevance and merit of proposed learning objectives:
 - a. Robustness of desired objectives and outcomes of the training detailed clearly and which maximises the potential value the host organisation provides;
 - b. Clarity and value of proposals for application of skills acquired after completion of the TWP that addresses capability development needs of the Singapore arts sector.

Further deliberation may be needed to match a suitable host organisation to the applicant and his or her work area. If needed, applicant may need to attend an interview with the UK host organisation. The Panel's decision is final and no appeals will be entertained.

Successful applicants will receive a Letter of Offer that includes Terms and Conditions from the British Council Singapore.

6. Application Submission

Applicants are required to submit the completed application form available on NAC's website, with the following:

- a. CV, highlighting key projects and with information on the projects in the last 3 years;
- b. At least one testimonial from a past or present employer or collaborator, commenting on your track record, commitment and potential.

7. Submission Deadline

All application forms and supporting documents must reach NAC via email to Dennys_OW@nac.gov.sg by **Sunday 1 December 2019, 11:59pm (Singapore time)**. All submitted applications will be treated in the strictest confidence. Late and incomplete applications will not be accepted.

Please address any queries to the following below:

DENNYS OW

Assistant Manager, Capability Development
National Arts Council (Singapore)
6346 9489
Dennys_OW@nac.gov.sg

All applicants will be informed of the outcome by **end-December 2019**.