

# Work Experience Placements

**We are proud to offer a wide range of Work Experience opportunities for students.**

Our Work Experience placements offer insight into various areas of our organisation. With support from colleagues, you can learn about different roles and responsibilities over the course of 1-2 weeks for School placements and longer for Graduate and Post Graduate placements. Our aim is to offer useful and positive work experience opportunities.

# 2024/2025 Placement Glossary:

**Who we are-** pg3

**How to Apply-** pg4

**Archive-** 1 week (Year 10 and Year 12 students); 2 weeks (Graduate/Post-Grad). At The Red House, Aldeburgh **pg5**

**Backstage** - duration depends on activity and performances, please contact us with your dates and we will do our best to help. At Snape Maltings, Snape. **pg6**

**Collections Management-** usually 4 weeks (Graduate/Post-Grad), July to December. At The Red House, Aldeburgh. **pg7**

**Community Programme (Families)-** 1-2 weeks (Year 10 - Graduate), February to May and July to September. At The Red House, Aldeburgh. **pg8**

**Heritage and Museums-** 1-2 weeks (Year 10 - Graduate), May to October (excluding June). At The Red House, Aldeburgh. **pg9**

**Retail-** 1-2 weeks (Year 10 students upwards). At Snape Maltings, Snape. **pg10**

**Application Form-** e-mail FAO Sarah Scrivener to [careers@brittenpearsarts.org](mailto:careers@brittenpearsarts.org) **pg11.**

# WHO WE ARE

Britten Pears Arts (BPA) is a pioneering music, arts and heritage charity, based in an Area of Outstanding Natural Beauty on the Suffolk coast at two popular tourist heritage destinations: The Red House, Aldeburgh and Snape Maltings. We emerged from the creative partnership of Benjamin Britten, one of the greatest composers of the 20th century, and his professional and personal partner, singer Peter Pears.

Britten and Pears shared a progressive vision for music and the arts to be useful. Inspired by our founders the charity aims to continue their legacy to develop talent, celebrate their heritage and engage with impact and benefit. From pioneering work with our local communities, to our national leadership roles in the fields of talent development, and music for health and well-being. Our internationally acclaimed annual Aldeburgh Festival attracts world-class talent every June, whilst our summer programme presents a diverse range of cross-genre musical events with universal appeal. A Year-Round Performance Programme completes the music offering.

Our living heritage presence is curated at both the national museum, archive and country home of Britten and Pears – The Red House, Aldeburgh – and the picturesque Snape Maltings destination, home to the internationally regarded Snape Maltings Concert Hall, nestled on the River Alde. At these two locations we invite local communities, arts and cultural audiences, artists, and tourists to delight in our curated offerings. These include the performance and music programme, independent retail, cafés, restaurants, galleries and accommodation, and every purchase made with us supports our charitable work.

We employ more than 150 permanent colleagues, together with significant numbers of seasonal staff and freelancers.

Our values guide all of BPA's activity and our working culture. A **pioneering** sense of creativity, openness to new possibilities and the courage to take initiative. A **collaborative** spirit, knowing the power of teamwork, inclusivity, mutual support and challenge. A **rigorous** pursuit of excellence, ambition to go the extra mile and attention to detail. Always **empowering** people to learn, grow, find their potential and inspire others.

**We are an equal opportunities employer and believe that diversity strengthens and enriches us.**

# HOW TO APPLY

Thank you for thinking about Britten Pears Arts for your Work Experience.

Please use this information to help you with our application process.

At Britten Pears Arts Work Experience does not start on the first day of your placement, we think that it is important to go through an application and interview process to help you gain experience in how business' recruit. **We would prefer to hear directly from you, if possible, rather than a parent or carer.**

This pack provides information about our Work Experience opportunities and what they involve. If you have any questions, you are welcome to get in touch.

Our Application Form can be found at the end of this pack. Once you have decided what you are interested in, please complete the application form, giving us as much information as you can, including what you hope to gain from Work Experience with Britten Pears Arts.

**When completed, email you application to [careers@brittenpearsarts.org](mailto:careers@brittenpearsarts.org) FAO- Sarah Scrivener.**

We will pass this on to the relevant managers and will let you know whether your dates work. If they do, we will arrange an informal interview so that you can find out more about us and we can answer any questions you have. This may be in person, on the telephone or via Teams.

After your interview we will email to let you know whether you will be offered a placement and in what area of the organisation. We will also confirm dates and tell you about any other important information you need before starting.

# ARCHIVE

The Archive is home to Britten and Pears' music manuscripts, papers, rare books and art collection.

Work experience in this setting is ideal if you are interested in learning about the work that goes on in an Archive setting as well as how we engage with visitors and researchers who come to consult materials held.

**When:** January – December (excluding June as this coincides with Aldeburgh Festival).

**Duration:** Usually 1 week for school students. This could be extended to 2 weeks for under or postgraduates.

**For:** Year 10 and upwards

**Hours:** 0930hrs – 1500hrs with a 30-minute lunch break, for school age.

0930hrs – 1730hrs with a 1-hour lunch break, for under of postgraduates

Monday to Friday.

**Where:** The Red House, Golf Lane, Aldeburgh

## Summary of Placement:

The experience will vary depending on the time of year. It may involve some interaction with the public if it takes place between Easter and October.

## Could include:

- Basic cataloguing.
- Preservation work (packaging etc).
- Transcription and data input.
- Digitisation
- General archive duties
- The Red House is a heritage site and there may be an opportunity to spend time in the house itself which is a museum and visitor destination from Easter until October.

# BACKSTAGE

The Concert Hall, Britten Studio and Peter Pears Recital Room are all used year round to hold Concerts, Productions and Events.

Work Experience with the Stage Team is ideal if you have a keen interest in what goes on behind the scenes to make sure that everything runs as it should with shows on the day.

**When:** January – December

**Duration:** Usually 1 week for school students. This could be extended to 2 weeks for under or postgraduates.

**For:** Year 10 and upwards

**Hours:** 1000hrs – 1630hrs with a 30-minute lunch break.

Possible option of working in the evening to experience working a show, depending on dates.

Monday to Friday.

**Where:** Snape Maltings, Snape

## Summary of Placement:

The experience will vary depending on the time of year and what events are booked. It will be supervised by a full-time member of staff.

## Could include:

- Clearing and resetting Concert setups.
- Health & Safety when working as a Stage Tech.
- Learning about stage equipment maintenance.
- De-rigging and re-rigging lanterns and small Sound PA setups.
- Learning about maintenance and repair of cables with basic electrical safety.
- Plotting on the lighting desk.
- Help set up sound.
- Creating lighting states and cues to see how they can work with the lanterns we have in the rig.
- Operating lighting, sound or projection during a performance.
- Working onstage taking part in stage moves or scene changes.

# COLLECTIONS MANAGEMENT

The Red House is a Grade II 17th-century farmhouse. The House, alongside the library, composition studio, exhibitions, garden and all of the artifacts within provide an accurate picture of Britten & Pears' life together – telling not only their story but also that of the family, friends and famous guests who stayed or visited there.

Placements within this area are for Graduates and post-graduates, ideal if you are undertaking a relevant course such as Museum Studies.

- When:** March - December
- Duration:** Usually, 4 weeks
- For:** Graduates and Post-Graduates
- Hours:** 0930hrs – 1730hrs with a 1-hour lunch break  
Monday to Friday
- Where:** The Red House, Golf Lane, Aldeburgh

## Summary of Placement:

The experience will vary depending on the time of year. It may involve some interaction with the public if it takes place between Easter and October.

## Could include:

- Hands-on collections management.
- Researching items in the collection.
- Photography.
- Database management.
- Collection Documentation and accessioning projects.
- Use of collections to engage and reach wider communities through related events and activities.

# COMMUNITY TEAM

## WORKING WITH FAMILIES

The Communities Team engages with families and young people in a museum and heritage setting, using music and collections to engage these groups.

Placements within our Communities Team are ideal if you would like experience working with children, schools, and community groups, and/or are interested in the power of music as a means of connecting people and improving lives.

**When:** February – May, July - September

**Duration:** 1-2 weeks

**For:** Year 10 up to post-graduate students.

**Hours:** 0930hrs – 1730hrs with a 1-hour lunch break

Monday to Friday

**Where:** The Red House, Golf Lane, Aldeburgh

### Summary of Placement:

The experience will vary depending on the time of year. It may involve some interaction with the public if it takes place between Easter and October.

### Could include:

- Developing resources for families, schools, and children.
- Assisting with sessions at The Red House and possibly within school settings.
- Planning family events and activities- Easter, Summer, and Autumn.
- Learning about Collections at The Red House, how these are cared for and how they can be used to engage with families and young people.
- Depending on the time it may be possible to spend time with the wider Community team who take music-based activities into community settings such as care homes.



# HERITAGE AND MUSEUM

The Red House is a Grade II 17th-century farmhouse. The House, alongside the library, composition studio, exhibitions and garden provide an accurate picture of Britten & Pears' life together – telling not only their story but also that of the family, friends and famous guests who stayed or visited there.

Placements within this area are ideal if you are interested in living history, working within a heritage setting, would like to know more about conservation and enjoys working with people.

**When:** May to October (excluding June as this coincides with Aldeburgh Festival)

**Duration:** Usually 1-2 weeks for school students.

**For:** Year 10 and upwards.

**Hours:** 1000hrs – 1600hrs with a 1-hour lunch break

Monday to Friday

**Where:** The Red House, Golf Lane, Aldeburgh

## Summary of Placement:

The experience will vary depending on the time of year. It may involve some interaction with the public if it takes place between Easter and October.

## Could include:

- Visitor experience – including assisting at reception, issuing tickets, providing information.
- Stewarding the rooms of The Red House.
- Shadowing tours with the opportunity to give tours.
- Assisting with events.
- Conservation – understanding the importance of correct cleaning processes, temperature control.
- The Red House is also the home of Britten's extensive archive and there may be an opportunity to spend time with the archive team.

# RETAIL

Snape Maltings has a collection of independent shops – with carefully selected homeware, furniture, clothing, ceramics, plants, arts & crafts, Suffolk food & drink, and more. Every purchase made within Snape Maltings supports the charitable work done at Britten Pears Arts.

Placements within this area are ideal if you would like to get a broad understanding of what goes on within a retail environment, both on the sales floor, in how we engage with customers and visitors to our site as well as “behind the scenes”.

- When:** January – mid April (not over Easter)  
May - September
- Duration:** Usually, 1-2 weeks but can be for up to 4 weeks
- Ideal for:** Year 10 and upwards.
- Hours:** 1000hrs – 1630hrs with a 1-hour break  
Monday to Friday
- Where:** Snape Maltings, Snape

## Summary of Placement:

The experience will vary depending on the time of year depending on Seasonal changes within the store. It will involve interaction with the public. Note, we do not allow anyone under the age of 16 to handle cash

## Could include:

- Stock handling and control – which could include pricing, merchandising, filling shelves, stock rotation.
- Buying Team shadowing
- Retail Marketing
- Assisting customers on the shop floor
- Assisting at till points which could include cash handling, serving customers.
- Cleaning and tidying salesfloor.

## APPLICATION FOR WORK EXPERIENCE (Students) – please fill in all boxes

Name:	E-mail address:						
<p>Current School/College/University (if relevant):</p> <p>Academic Year eg: Year 10 (if relevant):</p>							
<p>When would you like to do your work experience with us? (Please give dates or a period of time – please note that work experience placements are limited to 4 weeks).</p>							
<p>Which Work Experience Placement are you interested in, please choose up to 3 numbering in order of preference:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Archive <input type="checkbox"/></td> <td style="width: 50%;">Communities Team (Families) <input type="checkbox"/></td> </tr> <tr> <td>Backstage <input type="checkbox"/></td> <td>Heritage &amp; Museums <input type="checkbox"/></td> </tr> <tr> <td>Collections Management <input type="checkbox"/></td> <td>Retail <input type="checkbox"/></td> </tr> </table>		Archive <input type="checkbox"/>	Communities Team (Families) <input type="checkbox"/>	Backstage <input type="checkbox"/>	Heritage & Museums <input type="checkbox"/>	Collections Management <input type="checkbox"/>	Retail <input type="checkbox"/>
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Backstage <input type="checkbox"/>	Heritage & Museums <input type="checkbox"/>						
Collections Management <input type="checkbox"/>	Retail <input type="checkbox"/>						
<p>Please use this space to tell us about you and what you would like to gain from a work experience placement with us. If you have a CV please send us a copy with this form.</p>							
<p><b>Thank you for completing this form – please e-mail FAO Sarah Scrivener to <a href="mailto:careers@brittenpearsarts.org">careers@brittenpearsarts.org</a> or post FAO Sarah Scrivener to Snape Maltings Concert Hall, Snape, Saxmundham, IP17 1SP.</b></p>							