

Work Experience for Schools: Further Information

Thank you for your interest in applying for Work Experience for Schools at Cheltenham Festivals. This information pack should provide you with everything you need to know about completing your work experience with us, including the process for applying.

About Cheltenham Festivals

Bringing joy, sparking curiosity, connecting communities, and inspiring change year-round with four world-class Festivals in Jazz, Science, Music and Literature, and charitable programmes for education, community, and talent development.

With programming that features the very best international artists, performers and speakers; unique experiences; and showcases up and coming talent, Cheltenham Festivals is at the centre of the UK's cultural scene and boasts an enviable international reputation as leaders in our field.

Cheltenham Festival have been offering work experience placements for over ten years.

"It was everything I had expected times a million. It was the best week I have had in months- so many new things learnt and done. The people of Cheltenham Festivals were so warm, welcoming and lovely – this week was incredible." - Previous Work Experience Student

Please visit our website for more information: www.cheltenhamfestivals.com

Your Role:

During your one-week work experience with Cheltenham Festivals, you will spend time across the following departments: Box Office, Development, Finance, Learning & Participation, Marketing, Operations & Production and Programming.

As the week unfolds, you'll get an exclusive, behind-the-scenes peek at how Festivals and our year-round participatory events are put together, you'll get to spend 1:1 time with each department where you can ask any questions you have about their area of work, and you'll be asked to complete a mixture of creative and administrative tasks related to each team.

The dress code is smart casual and you'll be expected to arrive promptly at The Minster Exchange in Cheltenham at 9:30am. Your day will finish at 5pm and you'll be entitled to a 1-hour lunch break.

You can either remain on the office grounds for this break or go elsewhere, with written parental permission.

Our full office address with further guidance on travel will be provided upon being offered a place on our work experience programme.

About You:

You must be in Year 10 or Year 12 during the time your Work Experience takes place. Cheltenham Festivals is a fast-paced organisation with many moving parts. Our work experience is for somebody who is flexible, conscientious, and friendly, with a demonstrable interest in arts, culture & STEM.

Application Process:

Step 1: Complete our online application form here:

<https://cheltenhamfestivals.wufoo.com/forms/z2sm9bf0dkgxsu/>

Applications for the 2022/23 academic year open on **Tuesday 10 January 2023** and close **Friday 31 March 2023**.

Step 2: You might be invited to an informal interview with a member of our Learning and Participation team.

Please note that we are only able to accept 2-3 students each year and we cannot support work experience students during Festivals. Application does not guarantee a place.

The 2023 Festival dates are:

Cheltenham Jazz Festival **26 April - 1 May 2023**

Cheltenham Science Festival **6 - 11 June 2023**

Cheltenham Music Festival **8 - 15 July 2023**

The Times and The Sunday Times Cheltenham Literature Festival **6 - 15 October 2023**

If you have any questions or are experiencing any issues with applying through the process explained above, please don't hesitate to contact the Learning and Participation team at education@cheltenhamfestivals.com and someone will get back to you as soon as possible.