

Queensland Ballet High School Work Experience Residency 2019 – Pre-registration Pack

Thank you for your interest in Queensland Ballet's (QB's) High School Work Experience Residency (HSWER) program. The program is designed to provide opportunities for up to twenty students currently enrolled in Years 10 to 12 to develop an in-depth and authentic understanding of all facets of QB. Students will gain a greater understanding of various QB departments' roles, responsibilities and day-to-day tasks while also experiencing first-hand the varied career pathways that are available within the creative industries including:

- Dancers
- Choreographers
- Dance teachers
- Community dance practitioners
- Costume, lighting and set designers
- Arts administrators
- Dance and arts researchers/academics/historians
- Dance journalists/critics/publicists/photographers
- Events producers
- Stage managers.

QB is committed to contributing to the development of the skills of young people.

Program Outline

Students wishing to apply must be studying either Year 10, 11 or 12 at an approved and recognised Australian school with preference given to those students enrolled in a Queensland Department of Education and Training education facility.

Queensland Ballet's HSWER will focus on the administrative and business roles within the company and does not include dancer training or performance opportunities. For more information about how to become a dancer, how to audition for the Company or to enrol in one of Queensland Ballet's Academy programs, please visit www.queenslandballet.com.au

QB's HSWER consists of two opportunities:

- Week One:
- Week Two:

Across each five-day program, up to ten students will participate in tours, panels, workshops and group activities in teams with other work experience students. Students will listen to presentations from various QB departments which may include Marketing, Wardrobe, Artistic, Training, Development, Production, Education and Engagement, Finance and Events. They will also work individually on administrative tasks from these various departments as well as in groups on a particular project from the Strategy and Global Engagement team. Each day will be scheduled from 9am – 4 pm, with the exception of days that involve attending a performance.

Locations

Queensland Ballet will be moving to a temporary site in West End at the beginning of 2019 whilst the Thomas Dixon Centre undergoes redevelopment. The address of the temporary site will soon be publicly released.

Queensland Performing Arts Centre (QPAC), Corner Melbourne Street and Grey Street, South Brisbane QLD, 4101.

Dates and Times

Week One (Term 2)	Week Two
Monday 20 – Friday 24 May 2019 9am – 4pm Location in West End. Site address TBC.	Monday 9 – Friday 13 December 2019 9am – 4pm Location in West End. Site address TBC.
Wed 22 May – School & Community Matinee performance at QPAC	Thurs 12 Dec – Evening dress rehearsal performance at QPAC
Applications Open: Mid-November 2018	Applications Open: Mid-June 2019
Applications Close: 25 March 2019	Applications Close: 28 Oct 2019

Students who have been accepted and confirmed to participate in the program must attend all five days of the program. Students who do not comply with this will not receive a QB HSWER Certificate.

Please consult with your local education authority for more information regarding each state and territory's policies and responsibilities for school principals, teachers, work experience coordinators and students.

Performance Highlights

During each week, students will have the chance to tour backstage of QPAC and attend one of QB's performances, which may include dress rehearsals depending on scheduling. Students in Week One will have the opportunity to attend *The Masters Series* on Wednesday 22 May at 12:30pm. Students in Week Two will have the opportunity to attend a dress rehearsal of *The Nutcracker* on Thursday 12 December in the evening.

Cost

Successful students offered a position in QB's HSWER will be required to pay a small, non-refundable administration fee of \$85 (incl. GST) within one week of being invited to attend and to secure the applicant's place. QB will not be responsible for any associated costs incurred by applicants to participate in the residency including but not limited to accommodation, meals, travel, transfers, and accessibility requirements.

Food and Beverage

Time will be allocated each day for students to have a morning-tea and lunch break (and dinner when attending a performance of an evening).

Students are required to bring morning tea, lunch and a water bottle each day. Students may have the opportunity to leave the premises to buy lunch, ensuring they follow the procedure of signing in and out when leaving the premises.

There is a café in the Green Room of QPAC which students will have access to for dinner when attending an evening performance. Meals are affordable so students will not require much cash.

Transport

Students will generally not be permitted off QB's premises except for attending a performance at QPAC or to purchase lunch, as agreed with QB's Education Manager.

Students are required to provide their own travel arrangements and cover expenses for the forward and return journey to West End each day.

There are public transport options available from South Bank to West End including Bus and Ferry. More information regarding Brisbane's public transport system can be found at www.translink.com.au/

QB will also provide students transport between West End and QPAC to participate in the performance highlight, however students will be required to provide their own return transport from QPAC after the performance.

Accessibility and Dietary Requirements

QB is committed to ensuring all students have access to QB's HSWER. Where specific accessibility requirements are necessary to ensure the student's full participation, the HSWER Contact Teacher should discuss this with QB's Education Manager as part of submitting an application.

Supervision

QB provides an open, welcoming and safe environment for all children. We do this by being understanding of the needs of children, preventative rather than reactive and well-positioned to minimise risk to children.

All students will be suitably supervised by designated QB employees during the HSWER hours of 9 am – 4 pm, as well as during the one-off after hours performance highlight. The role of the supervisor is to provide regular monitoring and mentoring to ensure a safe and satisfying experience.

What to Bring and Wear

Students are required to bring a laptop or tablet to take notes and complete designated projects, both individually and in groups. QB will provide students with internet access while at QB's home base.

As students will be participating in and learning about QB's corporate and administrative departments and will be representing QB while at QB's home base and QPAC, students should wear comfortable, smart casual attire with closed in shoes.

Students will participate in a practical ballet history workshop and a ballet technique class and should bring relaxed comfortable clothing for these sessions. Further information will be provided once the schedule has been confirmed.

Application Process

Interested Year 10 – 12 students should individually complete the application form via: www.queenslandballet.com.au/learn/schools-and-studios/high-school-work-experience-residency

The online application form will request the name of one teacher from each school who must be noted as the HSWER Contact Teacher. The role of the Contact Teacher is to endorse and approve the applicant, ensuring that key staff at the student's school are aware of their student's participation in the program, and that all responsibilities of the school are fulfilled.

Step 1: Application

When applying, students will be expected to provide contact details for their parent/guardian/caregiver, High School and nominated Contact Teacher. Students are also required to accept the Terms and Conditions which form part of this Pre-registration Pack.

Students will be required to complete the following sections:

- In 100 words, describe why participating in Queensland Ballet's HSWER will prepare you for your preferred career.
- In 100 words, describe what knowledge, skills and expertise you currently possess that will enable you to work both in a team and autonomously while undertaking activities at Queensland Ballet.

Step 2: Selection and Invitation

Students will be selected using the following criteria, where the assessor will seek a demonstration of:

- A knowledge of, and passion for, ballet.
- Clear communication skills.
- A breadth of experiences including extra-curricular activities and employment – paid or voluntary.

QB's selection for HSWER placement is final and will be based on how the student responds to the application referencing the criteria above. Preference will also be given to students enrolled in a Queensland Department of Education and Training education facility.

Selection may also be based on a combination of factors including but not limited to the number of applications received, the state/territory where the student is from (preference will be given to Queensland students), the year level of the student, the proposed structure of group activities and availability of QB team members in relation to the student's nominated preferred learning areas.

Students who are successful in being selected to be a part of QB's HSWER program will be notified by email. QB will also notify the nominated Contact Teacher. This initial invitation email will outline the next step in the process which once supplied will confirm the student's acceptance into the QB program.

Students who are not successful will not be notified but are encouraged to apply again.

Step 3: Further Documents and Payment

Successful students offered a position in QB's HSWER will be required to pay a small, non-refundable administration fee of \$85 (incl. GST) within one week of being invited to attend and to secure the applicant's place.

In general, each school's work experience policy will request that QB agrees to welcome the student and to follow legislation governing the host organisation's roles and responsibilities. Within one week of QB's initial invitation email, the student and/or Contact Teacher must submit to QB any forms/agreements/notifications and/or letters that require QB's signature and/or comments to endorse and finalise the work experience placement details. Where the state or territory does not have any official documents for QB to complete, a letter of agreement co-signed by the Contact Teacher and school principal must be received by QB.

The Queensland Department of Education and Training's Work Experience Agreement Form is accessible from www.education.qld.gov.au/students/placement/work/workex.html

Within one-week QB's HSWER Project Consent Form must also be returned to QB.

If required documents are not lodged and administration payment not made within one week of the initial invitation email, students will forfeit their position and the place will be offered to the next applicant on the waiting list.

Step 4: Acceptance

Once QB has received and processed all documents, applicants will be emailed to confirm acceptance, in a convenient and timely manner along with any forms/agreements/notifications and/or letters that required QB's signature and/or comments to endorse and finalise the work experience placement details.

An Information Pack with further information about what to expect while participating in QB's HSWER and program schedule will be emailed prior to the residency.

Contact Us

For more information about QB's HSWER, how QB supports students and teachers or to discuss ways to get involved with us, contact:

Queensland Ballet

PO Box 3791, South Brisbane, Q 4101

Telephone: (07) 3013 6666

Email: community@queenslandballet.com.au

Terms and Conditions – High School Work Experience Residency

General

1. Information on how to enter and participate in the Queensland Ballet *High School Work Experience Residency* including all relevant program guidelines, information books, forms and fact sheets distributed throughout the program form part of these Terms and Conditions of entry. Participation in the program will be considered acceptance of these Terms and Conditions, and any ongoing updates to these Terms and Conditions.
2. The Queensland Ballet (ABN 26009717079) is the owner of the *Queensland Ballet High School Work Experience Residency*.
3. Where a participant is a minor / dependent /child (as defined by Australian Law), a parent / guardian / caregiver is accepting these Terms and Conditions on their behalf.
4. Where a participant is a student enrolled at a state, Catholic or independent school (as defined by Australian Law), the school where the student is enrolled is accepting these Terms and Conditions on the student's behalf, as it pertains to the student's enrolment and school's duty of care.

Application Process

5. Once entered, details of the applicant are not transferable to any other person.
6. Late or partially completed applications may be deemed as ineligible for consideration for participation in the program, and will only be considered at Queensland Ballet's discretion.
7. All information submitted must be true and correct at the time of application.
8. Participants wishing to apply must be studying in either Year 10 – 12 at an approved and recognised Australian school with preference given to those students enrolled in a Queensland Department of Education and Training education facility. Year 10 – 12 students from interstate are also invited to apply.
9. A fee forms part of the application process and is due prior to the activity, once paid, this fee is final, non-refundable, non-transferable and non-extendable. No refunds will be given at any time for any reason.
10. The decision made by Queensland Ballet to accept an applicant for High School Work Experience placement is final, and may be based on a combination of factors including but not limited to the number of applications received, proposed structure of group activities and availability of Queensland Ballet team members in relation to the nominated preferred learning areas.
11. Queensland Ballet accepts no responsibility for inability to or failure to apply by the closing date.
12. By providing information to support an application and or program participation the applicant warrants they either own the material or have acquired sufficient right to use the material for the purpose of the program and agree to indemnify Queensland Ballet against any loss or damages caused by breach of this warranty.
13. Queensland Ballet does not supply learning support for applicants with special needs, however Principal-approved carers and/or teachers and/or teacher aides may accompany an applicant, with all expenses absorbed by either the school or the applicant (as dictated by school policy).
14. Where applicable, although every effort will be made to ensure project materials (including information packs and forms) are sent to the addresses (including email) stated on the application forms, Queensland Ballet takes no responsibility for lost or misdirected items not received by participants.
15. Queensland Ballet will not be responsible for any problems or technical malfunction of any network or lines, servers, providers, computer equipment, software, traffic congestion on the Internet, etc. including, but not limited to, any injury or damage to participants or any other person's computer related to or resulting from applying for, participation in or downloading any materials in this program to enable application and full participation.
16. The teacher agrees to indemnify Queensland Ballet against any injuries or damage to persons or loss or wrongful death or loss or theft of property, whether caused by negligence or otherwise while participating in the activities provided throughout the membership period from first application.

17. Experiences as part of this program may be physically strenuous and participation is voluntary, based on the school's assessment of the participants' fitness, health, cognitive ability to participate and understanding of the experience requirements, activities and expected outcomes.

Modifications and/or Cancellations

18. If for any reason the program is unable to run as planned including causes beyond the control of Queensland Ballet the program may be cancelled, suspended or modified.
19. The program may be withdrawn at any time without notice.
20. While effort is made to deliver accessible programs and resources, Queensland Ballet cannot guarantee modifications to information and infrastructure and delivery and content will ensure full participation for everyone.
21. The participant agrees to indemnify Queensland Ballet against any loss or damages caused by a cancellation, suspension, modification or withdrawal of the program or where a sponsor, partner or supporting individual or organisation fails to fulfil their duties.
22. These Terms and Conditions may be altered where necessary, and any changes will be notified on the program's website.
23. Queensland Ballet reserves the right, at any time, to verify the validity of an application, reject an application or disqualify an application that is not in accordance with these Terms and Conditions.

Use of Personal Information

24. The participant grants Queensland Ballet the right to use personal information and artistic material including still and video footage for promotion, education, research and other Company business operations deemed reasonable by Queensland Ballet for commercial and non-commercial purposes. Project Consent Forms may be issued to participants if Queensland Ballet wishes to expand the use of personal information and artistic material beyond reasonable Company business operations.
25. The intellectual property and copyright of any material created in this program will be owned solely by Queensland Ballet, whom are free to distribute and market as they see fit.