

YOUTH DANCE FESTIVAL 2018



#melovedancefest

**Youth
Dance
Festival**



WORK

EXPERIENCE

WORK EXPERIENCE INFORMATION (WEX)

2018 STUDENT WORK EXPERIENCE BACKSTAGE CREW

We love having students with us backstage. The show revolves around the student performers, and so does backstage. We need work experience students to form our production crew, organised into teams, to bring the show to life.

YDF Work Experience Students have their own base with us, we provide lunch and dinner, and really appreciate having you with us. You'll also get some detailed paperwork you can use for formal studies, such as full copies of schedules and running instructions.

Youth Dance Festival (or Dance Fest, as it is known) is 34 years old this year. It is a non-competitive dance event which provides high school and college students with an opportunity to perform in a professional theatre environment which is inclusive and supportive. There no prizes, no winners and losers, and all high schools and colleges within the ACT and within an hour's drive of the border are welcome.

This year around 1,500 students will perform over the three performance nights. All students are present under school excursion rules, and they are very excited to be performing.

Dance Fest is an excellent introduction to the Canberra Theatre for stage management students. Many students who have worked on Dance Fest in the past have gone on to make a career in the theatre industry and arts administration. Ausdance ACT staff and the stage manager will act as referees on request.

WHO AM I WORKING FOR?

Ausdance ACT is a small non-for-profit arts organisation but we have a big impact in dance development and professionalism. See more about us at www.ausdanceact.org.au.

CREW

One of the Ausdance ACT staff will always be in attendance. Our key staff are: Olivia Fyfe (Youth Dance Festival Project Manager), Jamie Winbank (Creative Director and Choreographic Mentor) and Emma Dykes (Ausdance ACT Manager).

Dance Fest has an experienced stage crew of a Stage Manager (SM), an On-Stage Assistant Stage Manager (ASM) on the prompt side, an Off Stage ASM in the dressing room corridor, and an ASM in The Courtyard Studio. There is another ASM stationed in the Green Room who is tasked with supporting the SM and the other ASMs – and you. This ASM started in your role – on work experience. So did the SM. The SM, Ausdance staff, ASMS and student teams use The Green Room as their home base.

Other crew are Canberra Theatre Staff, staff from Associative Producers, our photographer Andrew Sikorski, and St John Ambulance (in The Green Room).

WHAT DOES MY SCHOOL NEED?

Schools often require their own paperwork. It is important you ask your teacher or reception what paper work is needed. Once completed and signed by both the student and school, scan and send it to Ausdance ACT act@ausdance.org.au. This informs us that we have your school's permission.

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WHAT ARE THE HOURS?

Dance Fest will run Monday 17th to Friday 21st September. The Student crew work in three teams, each team tasked to one of the three ASMs: On Stage, Off Stage, and Courtyard Studio. We organise a roster so each team rotates through each of the areas and has time off – we don't expect you to do all the long hours our staff do, but you can expect a full working week in total hours.

Monday 17th September has an important briefing and intro meeting for Work Experience crew at 9.00am

- Monday: Tech day for lighting and staging only.
9am until 6.30pm, although you can stay longer if you wish this evening as there may be more schools to tech rehearse from this time.
- Tuesday Tech day for lighting and staging only.
8am until 6.15pm, although you can stay longer if you wish this evening as there may be more schools to tech rehearse from this time.
- Wednesday Tech day for lighting and staging first, then finale rehearsal, dress rehearsal, then show.
8am to 5.30pm, 6.30pm to 10.30pm.
- Thursday Tech day for lighting and staging first, then finale rehearsal, dress rehearsal, then show.
8am to 5.30pm, 6.30pm to 10.30pm.
- Friday Tech day for lighting and staging first, then finale rehearsal, dress rehearsal, then show and bump out.
8am to 5.30pm, 6.30pm to 11pm.

WHAT ARE THE TASKS?

There are three long nights, the show nights of Wednesday 19th, Thursday 20th and Friday 21st September. On the Wednesday and Thursday, you will not finish until at least 10.30pm. On Friday, this will be 11pm as we exit the theatre completely (bump out). All teams use The Green Room as their home base.

Courtyard Crew: The Courtyard Studio is the main holding area for dancers, as we can't fit 500 in the dressing rooms. We use The Courtyard Studio and the grassed area outside it. The first task of the day is setting out the fencing to establish the grassed area, setting out tables for handing out a free milk drink at about 2.15pm, and then making friends with the teachers and dancers in the space during dress rehearsals and performances so they will be cooperative – it can get noisy in this location.

- Set up the outdoor structures each Wednesday and Thursday mornings and pack away after Wednesday and Thursday performances. On Friday, they get picked up by the hire company.
- Keep the indoor and outdoor spaces clean.
- Keep a watch out for members of the public having a look inside or entering the venue. There is hired security on show nights for everyone's peace of mind.
- At the end of a performance, clean indoors and outdoors – the other teams join here to help when their duty areas are completed

Off Stage ASM: this team moves dance groups from The Courtyard into the dressing rooms and then to the On Stage team. There is a checking system used to keep track of everyone, and the Off Stage ASM will rely on your 'smarts' to help run the system.

- Check schools into dressing rooms
- Keep running order throughout tech rehearsals, dress rehearsals and performances
- Run schools through the "Stage door to stage door loop"
- Keep track of where all performers are:
 - Who is on stage?
 - Who is in the wings?
 - Is there another group moving to the stage?
 - Has the last group left the building?
 - Keep noise (performers and crew) to a minimum

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On Stage Crew: this team works with the On Stage ASM to move dance groups on and off the stage, set and strike items of set they may have, and do quick sweeps of the stage floor in the major breaks between groups.

- Arrange sets 3 days in advance of the performance (i.e. it must last)
- Set out pieces of set
- Strike pieces of set
- Ensure student MCs are delivered to lectern to announce their school
- Maintain on stage rules, order of sets, on stage co-ordination of students
- Work professionally with SM, ASMs and Canberra Theatre staff
- Sweep and mop stage area
- Ensure safety of cast and crew, stay clear of areas such as fly tower and workshop
- As needed, acquaint performers of different ages and abilities with the theatre and stage rules

WHAT DO I NEED TO BRING?

- Wear Blacks. Comfortable, supportive, enclosed shoes and smart/casual clothing. Remember you are representing Ausdance ACT as crew and must look the part.
- Lunch and dinner will be provided. It is important you list any dietary requirements in your application form. Alternatively, you may want to go out for dinner to clear your head. Bring enough food/drinks or money for yourself

HOW DO I DO THE JOB WELL?

- Be punctual
- Be willing to take on tasks and be flexible
- Remember that you are there to learn, and that you probably don't know everything about the theatre already
- Act in a responsible and mature fashion

PARKING

Canberra Theatre Centre is in the middle of a paid parking area. If you require a volunteer parking permit, please inform us prior to production week. When you arrive on the Monday you will be allocated a pass and can place it in your car window for the rest of the week. We suggest you consider carpooling.

REMEMBER: YOU ARE THE POINT OF CONTACT FOR PERFORMERS AND TEACHERS

Dance Fest is fun, so please enjoy yourself, but at times performers (and sometimes teachers) aren't always polite because they might be new to a theatre, or a little stressed because they are trying to get the best result. The crew is sometimes the main contact students and teachers have with the festival and we never lose our cool. That's part of being a good crew.

GOOD BEHAVIOR

Theatres can be dangerous work spaces, and there is no room for unsafe practices – or mucking up backstage. It is important WEX crew listen and respond to any instruction from the YDF production crew or Canberra Theatre staff. And if you consume drugs or alcohol during your shift at the Festival, or arrive at the theatre under the influence of drugs or alcohol, you will be asked to go home and not return. If you have any questions regarding your duties, please contact Ausdance ACT on 6188 4250 before production week at the Canberra Theatre.

AUSDANCE ACT - a not-for-profit organisation, produces Dance Fest and we rely on the support of many volunteers and groups to make it happen. Please consider that it may have some impact on our support if the organisers (of whom you are one while you are at the theatre) are seen to be smoking, or making derogatory comments about people's body shape, performance, costumes, or dancing.

PERFORMANCE DAYS SCHEDULE GUIDE

We have policies in place, especially a Working with Vulnerable People Policy, that say you may not fraternise with performers, even if they are from your own school or college. We will have copies available in The Green room.

WHO'S WHO?

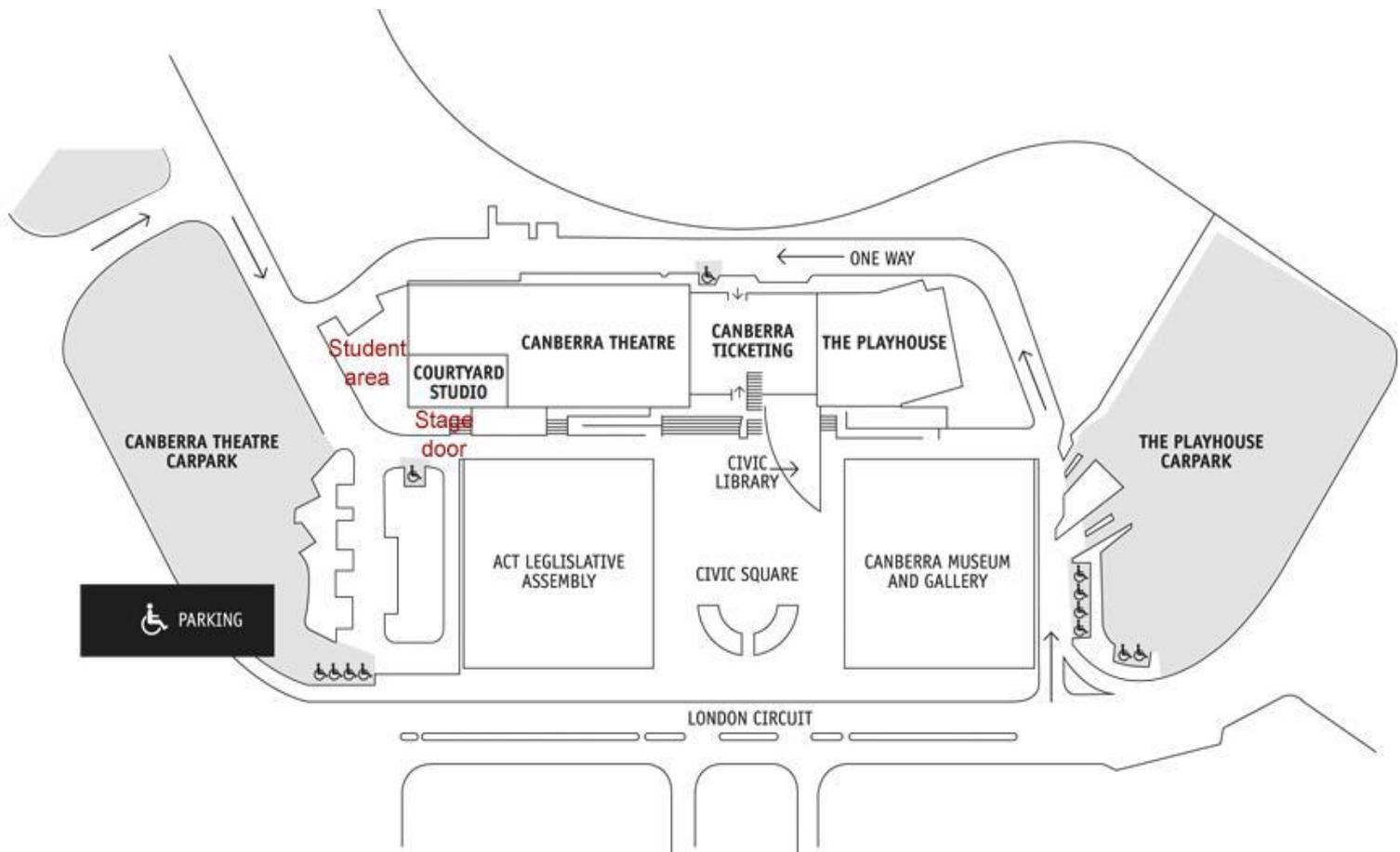
The stage team from Ausdance ACT includes:

- **Olivia Fyfe** Ausdance ACT Project Manager
- **Jamie Winbank** Creative Director & Choreographic Mentor (the creative person who liaises with schools and theatre staff regarding creative aspects of the show)
- **Emma Dykes** Ausdance ACT Program & Marketing Manager (all things media, front of house and sponsor related).
- **Roni** Stage Manager and other ASM Crew
- **St John Ambulance** will be in attendance during dress rehearsals and performances.
- **Security** will be on The Courtyard Studio outside for performances.
- **Camera crews** set on the side of the stage, and on 4 camera positions.
- **Andrew Sikorski from Art Atelier** photographing from the auditorium.

The team from the Canberra Theatre includes:

- **Two mechanists** on stage
- **A lighting designer/operator** in the bio box at the back of the auditorium
- **A Sound Operator** at a sound desk in the auditorium

CANBERRA THEATRE CENTRE



PERFORMANCE DAYS SCHEDULE GUIDE

- 12:10pm **Arrive:** All schools performing arrive at the Canberra Theatre. Student performers can eat their lunch in Civic Square if early.
- 12:15pm **Check-in:** Students and teachers check-in. Ausdance ACT staff and WEX will commence school check-ins into the theatre foyer after each teacher marks their student roll and all students have been stamped. No teachers or students can enter the Theatre until they are given permission from an Ausdance ACT staff or WEX.
In case of wet weather the check-point will be moved to the Canberra Theatre foyer.
- 12:30pm **Enter auditorium:** Performers and teachers may enter auditorium if checked in.
No food is allowed in the auditorium.
- 1:00pm **Welcome and meet the crew:** Cast and crew production meeting including Canberra Theatre Centre safety briefing.
- 1:30pm* **Finale rehearsal:** Will commence with 2 full run throughs
The finale rehearsal will concentrate solely on the finale (choreographed bows at the end of the show). This rehearsal is mandatory as the finale needs a full rehearsal to be professional. Every piece goes in performance order. Dancers will exit the stage rear and immediately feed back into the auditorium.
- 2:30pm* **Call for ACT 1 performers - Dress Rehearsal:** All students in ACT 1 must be back in the Courtyard Studio by 2:30pm and the first groups will be moved into their allocated dressing room ready for the full dress rehearsal. All students in ACT 2 will be allowed to watch ACT 1 dress rehearsal from the auditorium until close to interval with teacher's supervision, then they must go to the Courtyard Studio.
- 3:00pm* **Dress Rehearsal starts: ACT 1 (Including Opening Piece):** We run the whole show, only stopping if there is a major hiccup.
- 3:35pm* **Call for ACT 2 performers – Dress Rehearsal:** We pause before the end of ACT 1 and call all students in for ACT 2. These students should leave the auditorium and go immediately to the Courtyard Studio. All students in ACT 1 will be able to watch ACT 2 dress rehearsal from the auditorium with teacher supervision.
- 4:30pm* **Dress Rehearsal starts: ACT 2 (including Finale):** We run the whole show, only stopping if there is a major hiccup.
- 5:30pm **Dinner Break:** One hour break for everyone. No one is to remain inside the Theatre. The Courtyard Studio will remain open and supervised to anyone staying at the venue.
- 6:30pm **Call for ACT 1 Performers:** This is the call for the ACT 1 performers including the Opening Piece performers. Students must be ready in the Courtyard Studio to be shown to their allocated dressing rooms. ACT 2 performers must wait in the Courtyard Studio until called by the Backstage Crew, they will be called as soon as there is a vacant dressing room. In the backstage dressing room hallway monitors will be available for the students to watch the show.
- 7:00pm **Auditorium Doors Open to Audience**
- 7:30pm **Performance Commences:** Not sure how long each school has to get ready? Each school performs for about 6 minutes, allowing introductions, so add up each school ahead of you, deduct 15 minutes for warm-up and moving to the side of stage. Bingo! That's the time they leave the dressing room to perform.
- 9:50pm **End of Show (Approximately):** Once the show has concluded for the evening, each group must clean up for themselves, take all belongings, and vacate the dressing rooms and Courtyard Studio. All sets/props and any backdrops must be collected after the show.

* Please note these times are an estimate and may change on the day.
You will be handed a more in-depth schedule on the Monday.

WORK EXPERIENCE INFORMATION

With your help, this is what we can be achieved!



Youth Dance Festival 2017, Canberra Girls Grammar School Photo Art Atelier



Youth Dance Festival 2017, St Clares College, Photo Art Atelier

2018 DANCE FEST WORK EXPERIENCE APPLICATION

Personal Details					
Name					
Email					
Phone	(H)			(M)	
School					
DOB					
Emergency Contacts					
Please give the names and contact phone numbers of people who we can contact in the event of an emergency. We may also call these people if you are late at the theatre as part of our duty of care.					
1	Name:		Number/s:		
2	Name:		Number/s:		
Availability			Students Availability		
Please write ALL if you have availability for the entire day/s. If you have something on - please detail times available next to the corresponding day.					
Monday 17th September (9am-6:30pm):					
Tuesday 18th September (8am-6:30pm):					
Wednesday 19th September (8am-10:30pm):					
Thursday 20th September (8am-10:30pm):					
Friday 21st September (8am-11pm):					
Further Information					
Please inform us if there is any information we should know that is pertinent to your involvement in Youth Dance Festival, such as:					
Health conditions:					
Food or allergies:					
Dietary Requirements (please detail)					
T-Shirt Size: (please circle)	XS	S	M	L	XL
You will be supplied with a crew t-shirt and asked to wear blacks. You will be catered for lunch and dinners, please bring your own snacks and drinks.					

I give my consent to be filmed and photographed for both archival and promotional purposes.

Signature:

Crew Member Signature & Date

If under 18

Parent/Guardian's Signature & Date

Scan & send to act@ausdance.org.au

FORM DUE: FRIDAY 17 AUGUST