KEY SKILLS

Being a member of the team ☐

Attending briefings ☐

Helping other staff ☐

Following instructions from the supervisor ☐

Identifying a problem ☐

Solving a problem ☐

Reviewing methods used to solve problems ☐

WORK SKILLS

How to take minutes ☐

How to use telephone ☐

How to use a photocopier or fax machine ☐

WORK TASKS

Attending production meetings ☐

Making sure you and others follow health and safety rules ☐

IMPROVING OWN LEARNING & PERFORMANCE

Recognising new skills you have gained ☐

Setting targets with your supervisor ☐

Meeting targets and deadlines ☐

Identifying new skills ☐

APPLICATION OF NUMBER

Estimating audience attendance ☐

Handling money ☐

Working out ticket sales ☐

EMPLOYABILITY SKILLS

Having a positive attitude to work ☐

Negotiating your work experience programme ☐

Getting on well with many different types of people ☐

Being flexible and willing ☐

Showing that you are confident and determined ☐

How to advertise an arts event ☐

How to use stage and lighting equipment ☐

How to use a PC to record information ☐

Distributing promotional material ☐

Working with office equipment ☐

Mailing a press release ☐

Using a computer ☐
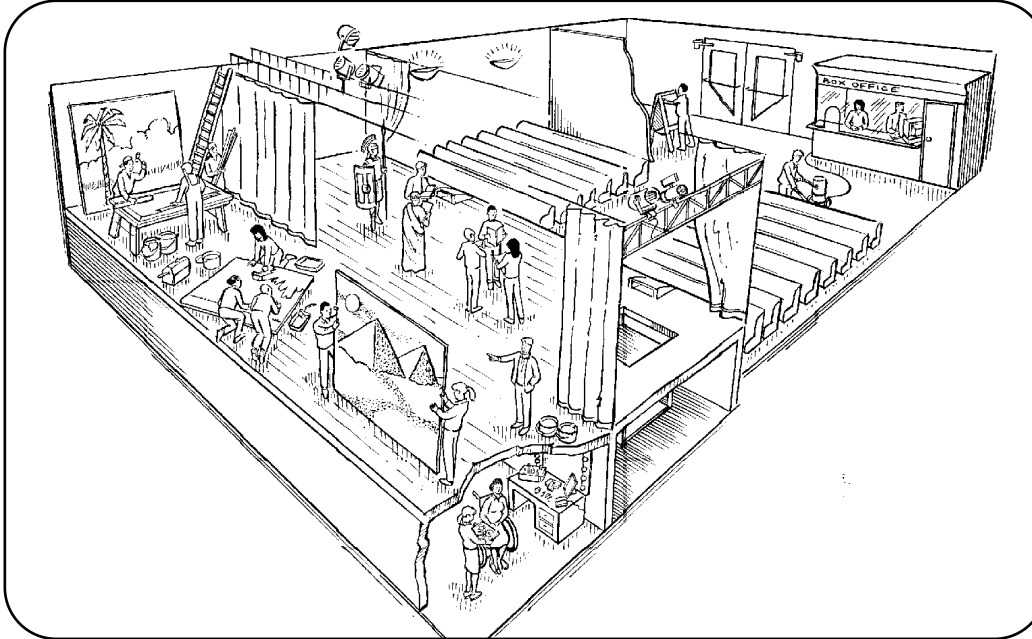
Preparing the performance space and tidying the dressing rooms ☐

Looking after the performers' needs ☐

Dealing with the audience ☐

How to keep the work area clean and tidy ☐

How to avoid accidents ☐

How to deal with the public ☐

Receiving and making telephone calls ☐

Preparing displays for the foyer ☐

Assisting a lighting technician ☐

Selling programmes ☐

Assisting in the box office ☐

How to work to a plan with targets ☐

How to display a forthcoming event ☐

How to use equipment safely ☐

How to handle money ☐

How to present yourself and give a good impression ☐

Taking part in discussions with colleagues and members of the public ☐

Writing reports ☐

Using communications technology ☐

Reading promotional materials and health and safety procedures ☐

Using word processing package ☐

Evaluating the use of IT ☐

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