

DanceXchange Work Placement Policy

DanceXchange supports life-long learning and welcomes work placement requests. However, we will only take on a work experience student if we are sure we have the capacity to manage a placement effectively and are confident that we can provide a good quality learning experience. As such, our ability to take on a placement will depend on the projects we are running at any given time.

As we have a relatively small team, we rarely agree to work placements for students under 18, unless advertised as part of a specific scheme, as these tend to require greater management capacity; however, we encourage expressions of interest from university-level students who are able to work relatively independently.

A placement at DanceXchange will generally be managed by a member of our core office team and will usually involve administrative work, such as assisting a Project Manager in working towards a performance or event. This might include, for example, attending planning meetings, checking and collating information, circulating schedules, communicating with artists and project participants, observing rehearsals, acting as a runner during an event, and assisting with project evaluations. The overall content of a placement will be agreed in advance with the student and, where relevant, their institution.

The average duration of a placement is around two weeks, but we could host a fifteen-week placement if an appropriate project is available. There may also be opportunities for short one-off sessions, e.g. information-gathering interviews.

In all cases, DanceXchange will endeavour to provide a well-rounded and informative placement experience which offers an insight into the running of a dance house. In return, we would expect the placement student to be punctual, responsible and committed.

How to request a work placement

The best way to find out about the DanceXchange internships, work placement opportunities and volunteer positions available at any given time, is through the jobs page of the DanceXchange website. Applications or expressions of interest for any such positions should be made to the contact specified on the advert.

In addition, those who have a specific work placement request and who are over 18, may email info@dancexchange.org.uk or write (making sure to include an email address and phone number) to:

Work Placement Requests
DanceXchange
Birmingham Hippodrome
Thorp Street
Birmingham B5 4TB

Please note: Due to the high volume of work placement requests we receive, we regret we are unable to send a personal response to everyone who writes to us. Instead, we will only reply if we believe we can offer a suitable placement opportunity. It is not our usual practice to offer placements to under 18s, unless advertised as part of a specific scheme.