



Professional Workshops

Conditions of registration

Target audience

Professional workshops are intended for artists with a recognised artistic training and/or a significant track record in the profession in the field of the performing arts.

Admission requirements

The Manufacture specifies selection criteria appropriate to each workshop in conjunction with its organisers; all applications are examined and successful candidates are generally notified no later than two weeks prior to the start of the workshop.

Application process

Applications to register for Professional Workshops must be sent by post and must be accompanied by the application form duly completed. Emails and phone calls will not be taken into consideration.

The application must contain the following documents:

- Application form duly completed and signed
- Covering letter (not necessary for workshops lasting two to three days, unless specified)
- CV (photo preferred for performance workshops)
- Copy of diplomas and/or attestations (only for first enrolment on a continuing education course at the Manufacture)

Some courses may require additional information to be included in the application. In this case, selection criteria are specified on the relevant course page. Applications should highlight the candidate's professional training and/or stage experience.

Attestation

An attestation of attendance is issued on completion of the Workshop to those who have effectively followed the course in its entirety; no attestation is issued while training is in progress.



Finance

In some cases, regional job centres (ORP) may be able to finance the cost of Professional Workshops. The actors' union (*syndicat suisse romand du spectacle, SSRS*) can provide you with information and help you in your dealings with job centres. Candidates are solely responsible for seeking and obtaining finance to cover all or part of the cost of the course. The total amount of the course fee is payable after confirmation of admission, on the date shown in the calendar below.

Enrolments

The number of enrolments is limited according to workshops. Where the number of enrolments is insufficient, the Manufacture reserves the right to postpone or cancel the course.

Enrolment is valid definitively once payment has been received.

Withdrawal

In the event of withdrawal from a Professional Workshop within three weeks of its start date, half the cost of the latter will be retained or payable. If withdrawal is effective from the first day of the Workshop, the full amount will be retained or payable. In the event of withdrawal outside the times mentioned above and regardless of reason, 10% of the registration fee will be retained or payable. Only withdrawals submitted in writing will be considered.