



Dear Applicant,

Thank you for your interest in the role of Assistant Production Manager at National Theatre Wales. We are enclosing a job description and person specification as well as an equal opportunities monitoring form link.

This is an office-based position. However, the candidate will be required to travel extensively across Wales throughout the engagement period, and temporary relocation might be required. Reasonable travel and subsistence expenses will be paid when working away from the office in Cardiff is required.

We encourage applications from all sections of the community and in particular those which are currently under-represented at NTW, including people of colour and disabled candidates. Even if you don't meet all of the Essential criteria, we would still like to hear from you.

To apply please send a CV and a covering letter outlining how you think you fit the criteria outlined in the person specification and why you would like the role. The letter should be no more than 2 sides of A4. Please also complete an equal opportunities monitoring form (see below for link). The closing date for applications is on 14th February at 12noon. Interviews will take place in Cardiff on 23rd February. If you're not available on 23rd February, please note this on your covering letter.

Please mark your application for the attention of Ben Tinniswood c/o National Theatre Wales, 30 Castle Arcade, Cardiff, CF10 1BW or email it to work@nationaltheatrewales.org. Please mark the envelope or e-mail subject line clearly with the job title, Assistant Production Manager.

We very much look forward to hearing from you.

Best wishes,

A handwritten signature in black ink that reads "Michelle Carwardine-Palmer".

Michelle Carwardine-Palmer
Managing Director

Equal Opportunities Monitoring Form link - <https://goo.gl/forms/3EQdVesx73AccCF93>