

NATIONAL THEATRE WALES

02nd November 2017

Dear Applicant,

Thank you for your interest in the role of TEAM Coordinator at National Theatre Wales.

We are enclosing a job description and person specification as well as an application and equal opportunities monitoring form.

As part of our Equalities and Diversity policy, selection panels will only receive your Supporting Statement to shortlist for interview. Only once an applicant has been shortlisted will the panel see the full application. To that end, please ensure that you address all of the Essential and Desirable criteria within your Supporting Statement and why you feel you are a suitable candidate.

To apply for the role, please complete the application form and send it the contact details below. The closing date for applications is by 1pm on **Tuesday 21st November**. Interviews will take place in Cardiff on w/c 4th December.

If you're not available w/c 4th December, please note this on your application form or 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. Also, mark the envelope or e-mail Subject line clearly with the job title, **TEAM Coordinator**.

We very much look forward to hearing from you.

Best wishes,



Michelle Carwardine-Palmer
Managing Director