



Dear Enquirer,

Please find enclosed an application pack for the position of Lighting Technician.

In this pack you will find:

- Job Description/Person Specification
- Summary of Terms and Conditions
- Application Form
- Equal Opportunities Monitoring Form

Completed applications, together with the completed equal opportunities monitoring form, should be sent to Saba Spencer, HR Manager (Maternity Cover), at the Royal Exchange Theatre, St. Ann's Square, Manchester, M2 7DH, or by e-mail to [recruitment@royalexchange.co.uk](mailto:recruitment@royalexchange.co.uk).

The closing date and time for applications is **12 noon on Monday 15 January 2018**, with interviews on **Wednesday 30 January 2018**.

When applying for the post please read the job description and then provide examples of how you meet the duties and responsibilities, plus how you meet the essential criteria for the post.

Once we have had the opportunity to consider the applications received, we shall contact you to inform you whether we will be inviting you to interview. Please note due to the volume of applications we receive we are unable to provide feedback if you have not been shortlisted to interview stage.

Thank you for your interest in the Royal Exchange Theatre.

Yours sincerely

A handwritten signature in black ink, appearing to read "S. M. Spencer".

Saba Marina Spencer  
HR Manager (Maternity Cover)