



ROYAL EXCHANGE THEATRE

Terms and Conditions

Position:	Engagement Manager (Permanent Full time)
Salary:	£27,000-£30,000 per annum (dependent on skills & experience)
Hours of work:	Typical hours of work are 10:00 to 18:00, Monday to Friday with some flexibility dependent upon the demands of the role.
Holidays:	20 days per annum plus 8 bank holidays Rising to 25 days after three years continuous service.
Other Requirements:	DBS: Post is subject to Disclosure and Barring Service check Right to Work: Before starting employment at the Royal Exchange Theatre, all individuals are required to provide evidence that they hold the legal right to live and work in the United Kingdom (UK). References: We require 2 satisfactory employer references for our recruitment process.
Pension:	Staff will be automatically enrolled in The People's Pension subject to a 3-month postponement period, providing your regular earnings are above the earnings threshold (calculated on a yearly basis by the Department of Work & Pensions). Employees are currently started at the minimum contribution rate of 1% of qualifying earnings. The Royal Exchange will also contribute 1% towards your pension pot. If you would like to increase your contributions, the Royal Exchange will match this up to a limit of 4%.

Other benefits:

Subsidised Green Room

Childcare vouchers

Complimentary tickets to Royal Exchange productions

Probationary period: Three months