



# ROYAL EXCHANGE THEATRE

## Terms and Conditions

Position:	HR Assistant (12 months Fixed Term)
Salary:	£18,000 - £21,000 per annum (dependent on skills & experience)
Hours of work:	Typical hours of work are 9:30 to 5:30 or 10:00 to 6:00, Monday to Friday with some flexibility dependent upon the demands of the role.
Holidays:	20 days per annum plus 8 bank holidays (pro rata)
Pension:	<p>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 &amp; Pensions).</p> <p>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%.</p>
Other benefits:	Subsidised Green Room Childcare vouchers Complimentary tickets to Royal Exchange productions
Probationary period:	Three months