



Dear Enquirer,

Please find details below for the position of Box Office Assistant.

In this pack you will find:

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

Please send your completed application, together with the completed equal opportunities monitoring form, to Abi Lewis, Interim HR Manager, at the Royal Exchange Theatre, St. Ann's Square, Manchester, M2 7DH, or by e-mail to recruitment@royalexchange.co.uk.

The closing date and time for applications is **10am Monday 12 March 2018**, with interviews on **w/c 19 March 2018**.

We will contact you if you are successful and invite you to interview. Please note due to the volume of applications we are unable to confirm receipt of your application or 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 be "Abi Lewis", written over a light grey dotted background.

Abi Lewis
Interim HR Manager