



Dear Enquirer

Thank you for your interest in the Membership Co-ordinator vacancy. I have pleasure in enclosing an application pack, which includes:

- Advert
- Background information about The Royal Exchange Theatre
- Application form
- Job description
- Equal Opportunities Monitoring Form

Please send your completed application, together with the completed equal opportunities monitoring form, to Yvonne Cox, HR Manager, 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 **10am Wednesday 4 July 2018**, with interviews on **Thursday 12<sup>th</sup> July 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 read "Yvonne Cox".

**Yvonne Cox**  
HR Manager