



ROYAL EXCHANGE THEATRE

Terms and Conditions

Position:	Development Assistant (18 months Fixed Term)
Salary:	£16,000 - £18,000 pro rata (dependent on skills & experience)
Hours of work:	Part time (17.5 hours p.w) The expected working pattern will be 5 days per week, with some flexibility. An 18 months contract initially with the possibility of extension.
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 & Pensions).</p> <p>Employees are currently started at the minimum contribution rate of 2.5% of qualifying earnings. The Royal Exchange will also contribute 2.5% 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:	<p>Subsidised Green Room Childcare vouchers Complimentary and discounted tickets to Royal Exchange productions Season ticket loans Cycle to Work Scheme, Staff discount in the theatre Shop, Restaurant, Bar and Costume Hire</p>
Probationary period:	Three months