



DEVELOPMENT ASSISTANT VACANCY

Contract: Part-time (17.5 hours p.w.) The expected working pattern will be five days per week, with some flexibility. An 18 months contract initially, with the possibility of extension.

Salary: £16,000 - £18,000 pro rata (dependant on skills and experience)

Location: Manchester City Centre

The Royal Exchange Theatre sits at the heart of Manchester's culturally dynamic city centre. We are one of the largest producing theatre companies in the UK.

We're looking for a Development Assistant to join the Theatre's fundraising team. You will support the day to day running of the Department, including booking tickets, mailings and ensuring accurate records are kept.

You will have some previous administration experience, but not necessarily in the arts. We're interested in how skills and experience you may have gained elsewhere would make you suitable for this post. We're looking for someone keen to learn, who enjoys being part of a team with lots of energy and dedication.

Closing date: 10am, Friday 27 July 2018

Interviews: First stage interviews will be held on 6 August 2018. Second stage interviews will be held on 10 August 2018.

We believe that diversity strengthens and enriches us, and that it is the responsibility of everyone at the Royal Exchange Theatre to make the arts and cultural sector a more diverse and equal place. As Black, Asian and minority ethnic (BAME) and disabled people are currently under-represented here, we particularly encourage and welcome applications from BAME and disabled applicants. All appointments will be made on merit.

The Royal Exchange Theatre Company is a registered charity, No 255424