



Dear Enquirer

Thank you for your interest in the Executive Director vacancy. I have pleasure in enclosing an application pack, which includes:

- Advert
- Job description
- Recruitment Pack
- Equal Opportunities Monitoring Form
- Terms and Conditions

In order to apply please send your CV and expression of interest, 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 Yvonne.Cox@royalexchange.co.uk

For an initial confidential informal conversation with Simon Curtis, Head of Production and Interim Executive Manager, about the role please contact Yvonne Cox, HR Manager, either by phone (0161 615 6723) or email (Yvonne.cox@royalexchange.co.uk).

The closing date and time for applications is **10am, Monday 30 July 2018**, with first stage interviews on **Tuesday 7 August 2018** and second stage interviews on **Wednesday 15 August 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