



ROYAL EXCHANGE THEATRE

Terms and Conditions

Position:	Executive Director
Salary:	£65,000 - £75,000 per annum (dependent on skills & experience)
Hours of work:	Core office hours are 10am-6pm, Monday to Friday. The post-holder will be expected to fulfil the hours required to do the job, including some evening and weekend work, but is not expected to work more than an average of 48 hours per week across the year in line with the Working Time Regulations.
Holidays:	25 days per annum plus 8 bank holidays
Other Requirements:	Right to Work: Before starting employment at the Royal Exchange Theatre, all individuals are required to provide evidence that they hold the legal right to live and work in the United Kingdom (UK). References: We require 2 satisfactory employer references for our recruitment process.
Pension:	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). 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%.

Other benefits:

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

Probationary period:

6 months