



ROYAL EXCHANGE THEATRE

Terms and Conditions

Position: **Marketing & Communications Assistant** (Full time, 12-month fixed term with possibility of extension)

Salary: £17,000 per annum

Hours of work: Typical hours of work are 9:30 to 5:30 or 10:00 to 6:00, Monday to Friday with some evenings or weekend work as required, dependent upon the demands of the role.

Holidays: 20 days per annum plus 8 bank holidays (pro rata)

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: Three months