

# DANCEEAST

August 2017

Dear Candidate

## **Post of Communications & Development Assistant**

Thank you for expressing an interest in the post of Communications & Development Assistant. I am pleased to enclose the following:

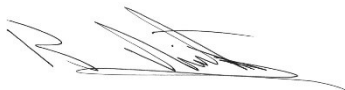
- Candidate Briefing
- Application Form
- Equal Opportunities Monitoring Form

To apply, the Application Form and Equal Opportunities Monitoring Form should ideally be completed electronically and emailed to HR@danceeast.co.uk or sent by post to Bill Armitage, Head of Operations & Resources, Jerwood DanceHouse, Foundry Lane, Ipswich IP4 1DW, marked "Private & Confidential"

Please note that CV's will only be considered when attached to a fully completed Application Form.

The deadline for receipt of applications is 12.00 noon, Monday 21st August. Applications received after this time will not be considered. Successful applicants will be invited to interview at the Jerwood DanceHouse, Ipswich on Tuesday 29th August, and candidates should be available on this date.

Yours sincerely



Bill Armitage  
Head of Operations & Resources

Jerwood DanceHouse, Foundry Lane, Ipswich, Suffolk, IP4 1DW  
T +44 (0) 1473 295230  
F +44 (0) 1473 295231  
E info@danceeast.co.uk  
www.danceeast.co.uk  
Registered company no. 03463592.  
Registered charity no. 01066825.

**JERWOOD  
DANCEHOUSE  
IPSWICH**