

DANCEEAST

July 2017

Dear Candidate

Post of Creative Team Coordinator

Thank you for expressing an interest in the post of Creative Team Coordinator. We are recruiting two posts - one full-time post working 37½ hours per week; and one part-time post working 18¾ hours.

I am pleased to enclose the following:

- Candidate Briefing
- Application Form
- Equal Opportunities Monitoring Form

To apply, the Application Form (which should state which post you are applying for) and the 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 24th July. Applications received after this time will not be considered. Successful applicants will be invited to interview at the Jerwood DanceHouse, Ipswich on Friday 28th July, and candidates should be available on this date.

Yours sincerely



Bill Armitage
Head of Operations & Resources

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**JERWOOD
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IPSWICH**