

# DANCEEAST

May 2018

Dear Candidate

## Front of House Assistant

Thank you for expressing an interest in the post of Front of House Assistant. I am pleased to enclose the following:

- Job Pack
- 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](mailto: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 CVs will only be considered when attached to a fully completed Application Form.

The deadline for receipt of applications is 10am, Tuesday 29<sup>th</sup> May. Applications received after this time will not be considered. Successful applicants will be invited to interview at the Jerwood DanceHouse, Ipswich on Friday 1<sup>st</sup> June, and candidates should be available on this date.

Yours sincerely

*Bill Armitage*

Bill Armitage  
Head of Operations & Resources

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**JERWOOD  
DANCEHOUSE  
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