

DANCEEAST

March 2021

Dear Candidate

Post of Digital Primaries Project Manager

Thank you for expressing an interest in the post of Digital Primaries Project Manager. 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.

DanceEast recognise the value of having a diverse workforce and is actively seeking to broaden the range of people represented in our workforce. We therefore welcome applications from candidates from a wide range of ages, backgrounds and lifestyles.

DanceEast is an Equal Opportunities Employer and has a Diversity & Equality Plan aimed at improving the diversity of its workforce. To ensure the effectiveness of the policy and to assist in its development, DanceEast monitors all applications for employment. You are therefore asked to complete the Equal Opportunities Monitoring Form, which will be treated as confidential and used for statistical purposes only. The form will be separated from your application and remain anonymous, before your application is reviewed by the selection panel.

Completed applications must arrive at DanceEast by Noon on Tuesday 20th April. Successful applicants will be invited to an interview on Friday 23rd April, and candidates should be available on this date.

Yours sincerely

Bill Armitage

Bill Armitage
Head of Operations & Resources

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**JERWOOD
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IPSWICH**