



Dear Applicant,

Thank you for your interest in the role of Live Events Apprentice at National Theatre Wales. Please find on the website links to the job description, person specification, application form and an Equal Opportunities monitoring form.

We encourage applications from all sections of the community and in particular those which are currently under-represented at NTW, including people of colour and disabled candidates. Even if you don't meet all of the Essential criteria, we would still like to hear from you. If you have any questions about the role, please contact Fiona Curtis, Senior Production Administrator on 02920 353070.

To apply please choose from one of the following options:

- Send us a completed application form
- Send a CV and a covering letter outlining how you think you fit the criteria outlined in the person specification and why you would like the role. (The letter should be no more than 2 sides of A4.)
- Contact Fiona Curtis to arrange a telephone application appointment if you feel a written application is a barrier for you. This is where you can vocalise your application form and we will transcribe your answers.

Please also complete an Equal Opportunities monitoring form (see below for link). The closing date for applications is 17th September at 12noon. Interviews will take place in Cardiff on 28th September. If you're not available on 28th September, please note this on your application.

Please mark your application for the attention of Hannah John c/o National Theatre Wales, 30 Castle Arcade, Cardiff, CF10 1BW or email it to work@nationaltheatrewales.org

Please mark the envelope or e-mail subject line clearly with the job title, *Live Events Apprentice*.

We very much look forward to hearing from you.

Best wishes,

A handwritten signature in black ink that reads "Michelle Carwardine-Palmer".

Michelle Carwardine-Palmer
Managing Director

Equal Opportunities Monitoring Form link - <https://goo.gl/forms/3EQdVesx73AccCF93>