



3<sup>rd</sup> December 2018

Dear Applicant,

Thank you for your interest in the role of Finance Coordinator (Maternity Cover) at National Theatre Wales.

We are enclosing a job description and person specification as well as an application and equal opportunities monitoring form.

As part of our Equalities and Diversity policy, selection panels will only receive your Supporting Statement to shortlist for interview. Only once an applicant has been shortlisted will the panel see the full application. To that end, please ensure that you address all of the Essential and Desirable criteria within your Supporting Statement and why you feel you are a suitable candidate.

To apply for the role, please complete the application form and send it the contact details below. The closing date for applications is by 1pm on **Tuesday 18<sup>th</sup> December** Interviews will take place in Cardiff on Wednesday the 16<sup>th</sup> January.

If you're not available on this date, please note this on your application form or covering letter.

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](mailto:work@nationaltheatrewales.org). Also, mark the envelope or e-mail Subject line clearly with the job title, **Finance Coordinator (Maternity Cover)**

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**