



Guidance Notes for your Application

Thank you for your interest in the role of Venue/Duty Manager at Soho Theatre. To apply, please send us a completed application form and completed equal opportunities monitoring form. When completing your application form, please read the person specification in the job description carefully. **We will shortlist for the position based on how closely candidates match the person specification.**

Address for applications

We prefer applications to be sent by email. Please send your completed forms to jobs@sohotheatre.com with **VDM2018** in the subject line.

If you would like to post us your application, please address it to:

Recruitment
Soho Theatre
21 Dean Street
London
W1D 3NE

If you would like to submit your application in another format, please contact HR on 020 7478 0143 or email jobs@sohotheatre.com to discuss alternatives.

The deadline for this recruitment is midday, Monday 23rd July 2018

We will be interviewing on the week beginning **23rd July 2018**. If you are unable to attend an interview on that week, please let us know.

Access and Equality

We are an inclusive organisation and an equal opportunities employer. Our aim is to create a diverse and inclusive working environment which reflects the city we live and work in, both on and off the stage. Our recruitment process is open to all, but we are particularly keen to hear from Black, Asian and Minority Ethnic (BAME) and / or disabled candidates, as these groups are currently underrepresented in our teams. All disabled candidates who demonstrate that they meet the person specification will be invited for an interview, and we are committed to meeting access requirements; just let us know what you need.

If you require arrangements to be made to enable you to attend an interview, it's helpful if you mention this in the relevant section of the personal details form.

Data Protection

The information you provide will be used to create a shortlist for interviews and to inform our decision of who to appoint. All your details will be held securely, and access limited only to those involved in the recruitment process. Your application will be kept on file for at least three months after the closing date and destroyed no later than twelve months after.

Recruitment data is also anonymised and used internally to identify ways to improve our process and reach the widest possible pool of candidates.



If any job opportunities arise in the future which we think you may be suitable for we may send you details of the vacancy. Signature of the personal details form indicates your consent to your data being used in this manner.

Thank you and we wish you the best of luck!