

NOTTINGHAM PLAYHOUSE

Recruitment Pack

HEAD OF FINANCE

September 2024

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HEAD OF FINANCE

We are seeking an experienced and dynamic Head of Finance to join our vibrant team on a part-time basis.

As Head of Finance, you will be at the heart of Nottingham Playhouse's mission, ensuring that our financial practices not only meet but exceed industry standards.

You will work closely with our Executive and Senior Management team, providing strategic financial guidance to both the Executive and the Board of Trustees. Your expertise will ensure the organisation meets its financial and governance obligations while directly impacting the Playhouse's exciting and diverse activities.

This is a unique opportunity to help shape the future of one of the UK's leading regional theatres by playing a pivotal role in our financial strategy and operations.

This is a part-time (up to 4 days per week for the right candidate), hybrid role offering flexible working hours.

Benefits of working here include:

- A relaxed working environment with informal dress code
- Free/discounted tickets and Playhouse Pass membership
- Discounted travel and parking
- Day off on your birthday
- Free access to our Employee Assistance Programme
- Cycle to Work scheme and more.

Nottingham Playhouse is committed to a policy of diversity and inclusion, creating a workforce representative of the diverse communities we work with. Our workforce is currently under representative of certain communities and we are taking positive action for equal opportunities through the recruitment process.

We would like to help you to fully participate in the application process. If you would like this information in an alternative format, support in completing your application, or you would like an alternative way to apply, please contact us at recruitment@nottinghamplayhouse.co.uk to discuss a suitable format, or ring our Stage Door on 0115 947 4361. Please leave a message with your full name, contact information, your address (if you need paperwork posting to you) and details of your request.



ABOUT NOTTINGHAM PLAYHOUSE

We create theatre that's bold, thrilling and proudly made in Nottingham.

Awarded the UK's Most Welcoming Theatre by UK Theatre in 2023, and Regional Theatre of the Year 2019 by The Stage, Nottingham Playhouse is one of the country's leading producing theatres. We create a range of productions throughout the year, from timeless classics to innovative family shows and adventurous new commissions.

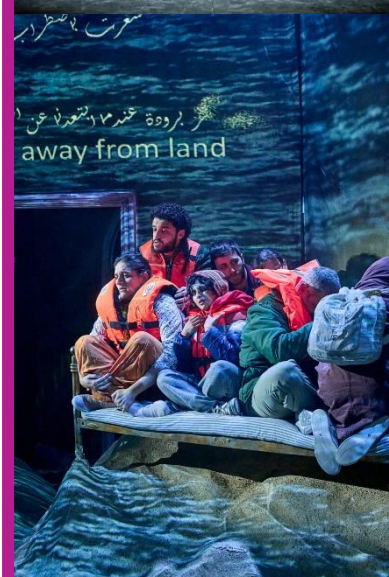
Under the leadership of Chief Executive, Stephanie Sirr MBE and Artistic Director, Adam Penford, we are mounting more varied and ambitious productions, attracting a host of high-profile performers and creatives, garnering increased media attention and commercial interest.

We want our theatre to be a space where everyone feels they belong, and we use our stage to tell diverse stories that reflect our city. Our wide-reaching participation programmes create life-changing experiences for our community and we also support the next generation of theatre-makers in the East Midlands through our extensive Amplify programme.

Nottingham Playhouse is a registered charity (no. 1109342). All of the funds we raise help to ensure we're reaching as many people as possible to give them new opportunities and create lasting memories.

Our building has grade II* listed building status and is home to Anish Kapoor's *Sky Mirror*.

Click [here](#) to watch our introductory video.



WHAT OUR COMMUNITY THINKS

"Honestly, the final few minutes of the first act were some of the most captivating, powerful and heart wrenching I've seen on stage. Incredible!"

– Audience member on *The Madness of George III*

"Nottingham Playhouse has a very special place in my heart. At the age of 16, my school placed me at the theatre for my work experience... Without [them], I wouldn't have the career I do now."

– Indhu Rubasingham, Artistic Director of Kiln Theatre

"The actual performance was an incredible experience. Firstly, just to be on the Nottingham Playhouse stage was a dream for all of us. But to be a part of such a powerful, visceral production was an absolute privilege."

– Lisa Chamberlain, on her experience as a member of our community ensemble during Gary Clarke Company's production of *COAL*.

NOTTINGHAM PLAYHOUSE IN 2024

Our exciting 2024 programming opened with a thrilling adaptation of Philip K. Dick's *Minority Report*. This was followed by a gripping, intimate revival of *The Children* and an exploration of sisterhood and creative expression in new commission *Liberation Squares*. The spring season concluded with *Punch* by James Graham, a fascinating new play about toxic masculinity and the incredible power of forgiveness.

This summer, *The Trials* gave a voice to the young people who have no choice but to live with the consequences of climate change. Our highly anticipated, brand-new production of *Dear Evan Hansen* premieres in September and marks the first time that the Broadway and West End phenomenon will tour the UK and Ireland. Following this is *A Raisin in the Sun*, a groundbreaking family drama full of humour and heart.

Looking ahead to Christmas, our legendary pantomime reaches new heights with *Jack and the Beanstalk*. Younger children can look forward to a brand-new retelling of *The Ugly Duckling*, for which the writer, composer and director are all being selected through an open call-out.

OUR VISION, MISSION AND VALUES

The essence of who we are is to **create wonder in Nottingham**. We believe that, through theatre, being transported to different worlds broadens our horizons, that by being positive, relevant and devoted we provide an experience, not just a stage. At Nottingham Playhouse, we give a voice to untold stories and cultivate life-changing experiences. Our theatre is a place where everyone belongs, a place of entertainment, heart and joy.



NOTTINGHAM PLAYHOUSE

Our vision is to create high quality art that is truly accessible and representative of both our heritage and our rich diversity. We aim to be a nationally recognised destination theatre, a producer of “must see” work and a venue that welcomes everybody to be entertained, surprised, delighted and challenged by work that is bold, brilliant and

relevant. Working in partnership with exciting artists and companies regionally, nationally and internationally, we create theatre that puts Nottingham Playhouse on the map.

We exist for the benefit of the people of our region – be they audiences, participants or artists. As a publicly-funded organisation we commit to ensure that our demographic of opportunity reflects the demographic of our catchment – including gender, ethnicity, sexuality, socio-economic standing and disability – to be not just world-class but also truly inclusive in all areas of operation, including to recruit and pay fairly. To strengthen our actions we established a Diversity in the Workforce Working Group to ensure that we are doing all we can to recruit a more representative workforce.

This group recently merged with our Anti-Racism Action Group, launched in January 2021 to examine the wider culture and environment at Nottingham Playhouse. The group advises the Executive and Nottingham Playhouse Board of Trustees on matters of diversity, inclusion and equality, with the aim of ensuring that we are a safe and fully representative organisation, which reflects the full breadth and richness of diversity within our community. We have created an on-line system for Reporting Racist Incidents.

A core value of Nottingham Playhouse is to proactively create and support opportunities for cultural participation for all ages, for all backgrounds. We also work in supportive partnership with a very wide range of stake holders to cement our position as an organisation with a strong artistic vision that includes the development of artists.

Nottingham Playhouse is a founder member of [Ramps on the Moon](#), a member of [PiPA](#) (Parents and Carers in Performing Arts) and a [Family Friendly theatre](#). We are committed to the [UK Theatre/SOLT Ten Principles](#) to encourage safer and even more supportive working practices in theatre and have signed up to the [Old Vic Guardians initiative](#). Find out more about Nottingham Playhouse by visiting our [website](#) or our [YouTube channel](#).

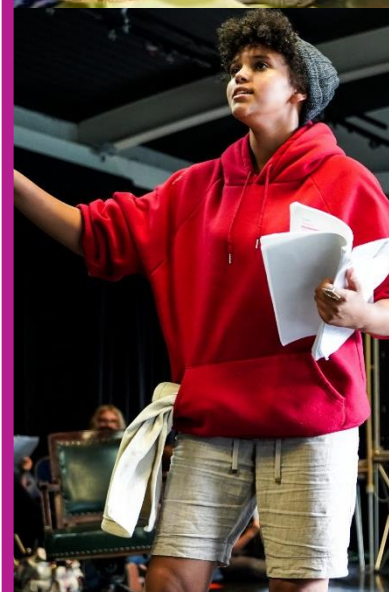


PARTICIPATION AND THE COMMUNITY

At Nottingham Playhouse, our diverse, local community are at the heart of everything we do.

We run over 60 different programmes for people of all ages, experience and interests at Nottingham Playhouse, including:

- Weekly Young Companies.
- Homegrown – a pre-professional training scheme for writers, directors, producers and performers aged 16-25 to develop their skills and industry practice.
- Conversation & Creative Cafe – a safe space for Refugees and people seeking asylum to meet, socialise and be creative.
- Playhouse Platform and Open Stage Young Company for autistic learning-disabled adults and children.
- Our Life-Long Learning and Encore programmes provide a range of regular skills classes and meet-ups for adults.
- Our Shine programme is a long-running outreach programme, that now comprises 14 regular, free to access, drama groups for young people across the city and county. This includes specialist provision with Queens Medical Centre Hospital School and Nottingham Education Sanctuary Team (NEST).
- Family Festivals during half terms, as well as a large variety of shows and projects throughout the year in our venue and in libraries around the city and county.
- In 2023/24 we had over 40,000 engagements with a huge variety of participants.
- All of our participation programmes have bursary places available to ensure finances are not a barrier to engagement



ABOUT NOTTINGHAM

Nottingham is known internationally for its links to the fabled Robin Hood, who called nearby Sherwood Forest home. It is home to a thriving cultural scene including Nottingham Playhouse, Nottingham Contemporary, Theatre Royal and Concert Hall, Nottingham Castle, Broadway Cinema, Motorpoint Arena Nottingham, Lakeside Arts Centre and New Art Exchange.



Today the city is a prosperous metropolis and is the 6th largest city in the UK with the 7th largest economy in the UK. Whilst Nottingham's emergence as one of the UK's largest urban areas can be linked to the Industrial Revolution, today the city's key industries include culture, digital media, sciences as well as retail and leisure.



The city boasts an excellent array of shops, restaurants, and attractions and is renowned for its thriving music scene. It also has a proud sporting history. The city was named as England's 'first City of Football' in 2014, pipping Manchester to the number one spot and Nottingham Forest have recently returned to the Premiership.

House Prices

Nottingham has emerged as a 'saver friendly' choice for buyers. Buying a house in or around Nottingham is comparatively affordable and particularly in family-friendly places like Beeston, Sherwood, Wollaton and West Bridgford.

According to [Zoopla](#), the current average house price in Nottingham as at January 2024 is [£259,130](#). This is great value when compared to similarly-sized cities across the UK; the average cost of a house in London in the same period is [£733,749](#)!

Living in Nottingham is therefore an enticing option, with the average price of a detached home currently at £369,576, semi-detached at £234,132, terraced houses at £178,467 and flats at £287,103.

Rental Prices

If you are considering renting, Nottingham is currently offering renters a choice of around [1,554 properties](#). The average rent is £795 pcm for a one-bedroom and £1,101 pcm for a two-bedroom property, around 70% lower than the [average in London](#).

Public Transport and Walking

Public transport is plentiful and affordable using Nottingham City Transport buses, East Midlands Trains and the Park and Ride system with NET Trams. Nottingham also has numerous new and well-maintained cycle paths, an e-scooter system and a car share system.

As a city with a small footprint, walking is a great way to get around! Nottingham is full of fascinating history to soak up while you walk. Enjoy a stroll along the popular canals and take in stunning views of the city. There are also several fantastic walking locations that neighbour the city. For the best walks in Nottingham check out www.AllTrails.com.

Working

Nottingham is the East Midlands' leading commercial, retail, financial and business centre. The city plays a huge role in the UK's national and regional economic growth. The retail sector, in particular, is pivotal to the city's economy and one of the major employers.

The city also has a reputation for being particularly enterprising. In 2011 the Nottingham Enterprise Zone focused on expansions for new business sectors including aerospace, rail and automotive industries.

Many large companies have their main offices in Nottingham, including Boots, Vision Express, Specsavers, Experian, Capital One, Loomis and Speedo. The UK's biggest bioscience innovation, BioCity, is also located in Nottingham. This hub of science-based companies is home to around 80 individual firms.

With so many different industries based in Nottingham, it is not a surprise that the city was one of the top 10 cities in the UK for job growth from 2004-2013.

Education

Nottingham has a diverse education system, with currently over 144 schools and colleges in the city providing education to students from primary school age up to college and sixth form.

Of its 89 primary schools, the best include Welbeck Primary School, South Wilford Endowed CofE Primary School, St Teresa's Catholic Primary School, Old Basford School and Haydn Primary School. All of these schools have received the coveted 'Outstanding' review from Ofsted.

5 of Nottingham's 33 secondary schools have also been awarded Ofsted 'Outstanding', including Bluecoat Wollaton Academy, Fernwood School, Nethergate Academy, Oak Field School and Rosehill School.

Universities

Nottingham is a popular University city, catering to over 60,000 undergraduate students between its two universities [Nottingham Trent University](#) and the [University of Nottingham](#). Both institutions have outstanding reputations, with the University of Nottingham being a member of the esteemed Russell Group.

Restaurants

Nottingham is home to a huge number of cafes, pubs and restaurants to enjoy a fantastic meal, from the Michelin starred [Restaurant Sat Bains](#) and [Alchemilla](#) to independently owned restaurants and well known chains.

Partake in Nottingham's rich history by dining at England's oldest inn, [Ye Olde Trip to Jerusalem](#), or underground in one of the city's 800+ ancient caves (the largest cave network in the UK) at [Hand & Heart](#). Above ground, the [Malt Cross](#) is the only Victorian Music Hall in the country that operates as its original design intended, providing food, drink and live music.

HEAD OF FINANCE

Job Description

Responsible to: Chief Operating Officer

Responsible for: Finance Manager

Purpose of post:

The Head of Finance will play a key role in the future of Nottingham Playhouse's activities, contributing to the creation and delivery of business objectives.

The role is responsible for the management, supervision, delivery and financial control of the finance operations of the Nottingham Playhouse group. The role will lead the charity's budgeting processes in collaboration with the COO, establishing robust systems for resource allocation and performance monitoring at all levels of the charity.

The role works closely with the Executive and Senior Management team, providing financial expertise to both the Executive and the Board of Trustees to ensure the organisation meets its financial and governance obligations.

MAIN TASKS & RESPONSIBILITIES

Finance

- Act as 'lead finance professional', utilising professional and technical skills, knowledge and expertise to provide advice and education throughout the organisation.
- To ensure appropriate risk management techniques and financial controls are embedded throughout the charity and its subsidiary companies at strategic and operational levels and to prepare risk and opportunity reports evaluating financial activities across the organisation.
- Develop and oversee rolling budgets, financial models, reconciliation and forecasting for productions and annual operations in collaboration with the Chief Operating Officer/Chief Executive, including risk assessments and contingency plans.
- Lead the creation and monitoring of effective budget controls, supporting the Executive and Budget Holders in achieving aspirational budgets and aligning financial planning with business objectives.
- Ensure effective treasury management and investment, securing the best returns while minimising risk and ensuring sound cash flow at all times.
- Prepare and maintain cashflow projections for the Nottingham Playhouse Group.
- Oversee and enhance financial systems and processes, including income and expenditure recording, payroll, pensions, purchase and sales ledgers, journals, and expenses. Ensure that financial operations, controls and systems are regularly reviewed and adapted to meet ongoing business needs.
- Ensure the monthly management reporting is accurate, timely, user friendly and meets the needs of the charity and its subsidiary companies. Such reporting will also include forecasting the out-run for the financial year.
- Maintain the relationship with the groups Banking provider(s), and ensure diligence is maintained, including oversight of payments and reconciliation.

- Support business development activity with sound development budgets and appraisals for revenue and capital opportunities, ensuring effective negotiation of group wide contracts
- To prepare cost benefit analyses and income and expenditure trends of activities as required by the Executive, supported by the Finance Manager.
- To oversee the maintenance of the fixed asset register detailing the theatre's tangible assets, and support the Risk and Audit Subgroup in reviewing accounting policies on the valuation of fixed assets.
- To assist with the financial management of capital projects, preparing budgets, monitoring expenditure and ensuring receipt of any funds. And to ensure effective controls and procedures are in place with regards capital, restricted funds and associated movements.
- To prepare and report regular finance reports for Nottingham Playhouse Trust Board and subsidiary Boards and to attend Board, Risk and Audit Subgroup and other meetings to present reports to Board members.

Taxation

- Responsible for the charity's tax and VAT compliance.
- To oversee the development and refinement of systems and processes for Theatre Tax Relief (TTR) liaising internally and externally to ensure claims are in compliance with the regulations.
- Ensure timely and accurate preparation of the Theatre Tax Claim submission.
- Obtain and implement appropriate VAT, income and corporation tax advice to protect the Group's current and future operation.

Accounts, Audit & Compliance

- To keep under review the accounting policies of the group and to recommend changes, as appropriate, to the Risk and Audit Subgroup and the Board
- To oversee/implement year end procedures including preparation of the group's audit file, year-end statutory accounts and supporting detailed working papers.
- Manage the annual audit process and relationship, preparing the responses to the Audit Findings Report.
- Oversee the preparation and filing to Companies House and the Charities Commission, including compiling the annual report.
- Oversee the preparation and filing of reports to Arts Council England, in liaison with senior management colleagues.
- To comply with statutory obligations regarding the keeping and maintaining of financial records.
- Ensure all statutory, accounting, and regulatory requirements are met related to finance and governance, including filings to HMRC, Companies House, the Charities Commission, HMRC, Arts Council England, and other funders, ensuring compliance with deadlines.
- Act as Company Secretary for the charity and its subsidiaries, ensuring appropriate advice is made available to Trustees on their governance responsibilities and compliance with legal and regulatory requirements.
- Maintain the risk register for Nottingham Playhouse as overseen by the COO and communicate any change in risk rating to senior management and Board members.
- Oversee the relationship with the suppliers including, Bank, Insurance provider, Utilities and other suppliers as agreed with the COO.

Systems, Technology and Efficiency

- To oversee the Playhouse's day to day financial systems, procedures and controls in order to ensure production of timely and accurate financial accounts and other information using Sage line 200 and other software as appropriate.
- With the COO, carry out internal reviews and audits to maintain assurance, efficiency and long-term financial viability for the charity and its subsidiaries.
- Keep abreast of accounting system developments and play a key role in evaluating and implementing new technologies as needed.
- Drive a culture of change and continuous improvement to ensure areas of responsibility remains efficient, effective, and future-proofed.

Other

- Have oversight with the COO for HR and people services, ensuring compliance but also the highest level of HR practice to enhance employee experience and engagement including employee relations, training, development, compensation, recruitment, policies and procedures, HR administration and employment law
- To ensure effective finance communication and updates across the organisation.
- To provide line management and development support
- To represent Nottingham Playhouse at networking meetings where appropriate across the City, theatre sector and region.
- To be the main contact for partners and funders on financial matters.

General

- To maximise income and minimise expenditure at all times
- To always act in the best interests of Nottingham Playhouse
- To take positive action to promote Diversity and Inclusion in all aspects of the work of Nottingham Playhouse. Engaging fully with all initiatives to promote diversity within Nottingham Playhouse
- To abide by Nottingham Playhouse policies such as Health & Safety, Diversity and Inclusion, Safeguarding, Data Protection, Environmental Sustainability etc.
- To support Nottingham Playhouse in achieving its Carbon Literacy and sustainability strategy
- To maintain confidentiality in all areas relating to Nottingham Playhouse
- To carry out such other duties as may be reasonably expected of the post

The job description will be subject to review on a regular basis to reflect the changing requirements of Nottingham Playhouse and the developing skills of the post holder. We acknowledge that this is a wide-ranging job description and recognise that the post holder will require support, such as training, in some areas, which will be provided.

September 2024

HEAD OF FINANCE

Person Specification

We use the Essential Criteria in the shortlisting process, so it is important to explain how you meet them in your application form. Give us examples of what you have previously done that show us how you could be right for the role.

Essential Criteria	Assessed at	
	Application	Interview
Qualified or soon to be Qualified Accountant (ACA or ACCA)	✓	✓
Membership of and accountable to a professional body	✓	✓
Evidence of ongoing CPD	✓	✓
Substantial financial technical knowledge	✓	✓
Proven experience of taking responsibility for the financial running of an organisation with a similar turnover	✓	✓
Experience of statutory reporting	✓	✓
Experience of setting/ managing significant budgets and working within financial parameters.	✓	✓
A keen eye for detail and transparent reporting systems	✓	✓
Excellent communication skills, written and oral, with the ability to communicate effectively at all levels within and outside the organisation.	✓	✓
Experience of supporting and developing the financial skills of senior managers	✓	✓
Experience managing and improving administrative, people and financial processes	✓	✓
Experience of staff line management including appraisals, training/ development needs and managing issues	✓	✓
Excellent organisational and time-management skills	✓	✓
Ability to work under pressure and to meet deadlines	✓	✓
Good IT skills including financial software	✓	✓
Commitment to Diversity and Inclusion	✓	✓

Desirable Criteria:

- Knowledge and experience of charity accounting requirements and standards including SORP
- Experience of Theatre Tax Relief calculations and submissions
- Experience of financial management within an arts building
- Experience of a trading subsidiary or commercial environment
- Experience acting as Company Secretary
- A keen interest in Theatre
- Knowledge of software such as Power BI to enhance reporting
- Knowledge of the production process and the funding environment in which the arts currently operate
- Knowledge and experience of core HR processes including recruitment, selection, training and development, performance management, compensation and benefits
- Knowledge/experience in Employment Law

Nottingham Playhouse is committed to developing and nurturing its employees. For this role, candidates do not need to have every skill on the Person Specification, but should be able to demonstrate their potential ability to learn them with the appropriate training and support.

September 2024

HEAD OF FINANCE

Terms and Conditions

Contract:	Permanent, Part-Time contract Up to 30 hours (4 days) per week, negotiable with the right candidate
Salary:	£50,000 per annum pro rata Payable monthly in arrears by credit transfer
Hours:	Up to 30 hours (4 days) per week, between Monday and Friday. Normal office hours 9.30am – 6.00pm. One hour for lunch. Due to the nature of the role some evening, weekend and Bank Holiday working will be required.
Overtime:	No overtime is payable. Reasonable time off in lieu may be given for authorised extra hours with permission of the Chief Operating Officer.
Probation Period:	6 months
Notice Period:	12 weeks in writing by either party
Flexible working:	This post is suitable for Flexible Working arrangements
Place of work:	Will normally be Nottingham Playhouse. However, from time to time the Head of Finance will be required to travel, regionally and nationally.
Holiday:	5.6 weeks per annum (i.e. 4 weeks pa plus bank holidays) The Holiday year runs 1 April – 31 March
Pension Scheme:	Contributory staff pension, 5% employee and 4% employer Nottingham Playhouse workplace pension scheme is provided by NOW:Pensions
Other Absences:	In line with the UKT/BECTU agreement and House agreement (e.g. illness, maternity)

Non-Contractual benefits:

In addition, Nottingham Playhouse offers a number of discretionary benefits including

- Free and/or discounted tickets for performances including Press Nights
- Free Playhouse Pass membership
- Discounts on our bars offer
- Opportunities for Flexible Working
- Day off on your Birthday
- Staff social events including a summer party and Christmas party
- Free to use Employee Assistance Programme
- Discounted travel on Nottingham City Transport Buses
- Discounted parking at Mount Street and St James NCP
- Training & professional development opportunities
- Cycle to Work scheme
- Relaxed working environment and informal dress code

September 2024

DIVERSITY, INCLUSION AND ACCESS

Nottingham Playhouse is committed to a policy of equality of opportunity and creating a workforce representative of the diverse communities we work with. We believe that theatre belongs to everyone and want to make sure that everyone has the opportunity to be involved. We want to work with people from diverse backgrounds, who will bring different skills and experiences to help us to achieve this.

Nottingham Playhouse has identified that our workforce is currently under representative of certain communities, particularly people who are Black, Asian, Brown, dual heritage, indigenous to the global south and or have been racialised as ethnic minorities and we take positive action for equal opportunities through the recruitment process. We have an Anti-Racism Action Group and an Access Working Group to create a programme of change to deliver increased representation, and to advise the Executive and Nottingham Playhouse Board of Trustees on matters of diversity, inclusion and equality.

We actively encourage applications from the Global Ethnic Majority and Disabled people. Applicants who identify as from the Global Ethnic Majority and/or as Disabled on the Equal Opportunities Monitoring form will be guaranteed an interview for workforce vacancies if they meet the minimum criteria on the job person specification. We are committed to ensuring that interview panels are as representative as possible, whilst comprising the relevant skills and experience to assess candidates' suitability for the role.

We are a Disability Confident employer, recruiting and supporting disabled people in the workplace. We are happy to discuss reasonable adjustments to ensure the recruitment process is accessible.

If you would like the Recruitment Pack, Application Form and Equal Opportunities Monitoring Form in an alternative format, or support in completing your application, please contact us at recruitment@nottinghamplayhouse.co.uk or ring our Stage Door on 0115 947 4361. Please leave a message with your full name, contact information, your address (if you need the paperwork posting to you) and details of your request.

We welcome proposals to consider for flexible working on hiring. We are part of the Parents in Performing Arts (PiPA) campaign and welcome applications from people who have caring responsibilities and anyone looking for a positive work/life balance.

We are open to discussing the possibility of flexible working. While we can't necessarily guarantee to give you your exact proposal, we do promise to carefully consider your request and explore what is practical for the role.



HOW TO APPLY

To apply, please download the Application Form and Equal Opportunities Monitoring Form from our website. Please note we will not accept a CV in place of the application form.

Please complete all sections of the application form in full. The first page will be separated in order to anonymise the shortlisting process, to help to eliminate unconscious or conscious bias. Please do not put your name elsewhere in your application.

As you fill in the application form, please explain how you think you meet the **Job Description** and the **Person Specification** criteria listed in this pack. This information will be used for the shortlisting process. It is important to give us examples of what you have previously done, to demonstrate how you could be right for the job and why you're enthusiastic about joining Nottingham Playhouse. You do not need to have previously undertaken all of the duties in the job description, but you should tell us about your potential ability to do them.

Data and monitoring

As part of recruitment procedures Nottingham Playhouse collects and processes personal data relating to job applicants. We are committed to being transparent about how and why we collect, use and keep personal data secure. Please see Nottingham Playhouse Recruitment Privacy Notice on the website for full details.

The Equal Opportunities Monitoring Form will be separated from your application and will not be available for the persons preparing the shortlist with the exception of obtaining information about disability required to make reasonable adjustments for interview. Data obtained from the forms will be used solely for monitoring purposes and no one individual can ever be identified.

Submitting your application

Please submit your completed Application Form and Equal Opportunities Monitoring Form by email to: recruitment@nottinghamplayhouse.co.uk

*Please send as **Word documents or PDFs only**. Do not use Zip files or file sharing services such as One Drive or Dropbox. Apple/Mac users should export their forms to Word documents or PDFs before sending.*

Or apply by post, marked Private and Confidential, to: **Recruitment, Administration Office, Nottingham Playhouse, Wellington Circus, Nottingham NG1 5AF.**

If you require an alternative way to make your application, please contact us at recruitment@nottinghamplayhouse.co.uk to discuss a suitable format, or ring Stage Door on 0115 947 4361. Please leave a message with your full name, contact information and details of your request.

Deadline for applying

Closing date for applications: **Monday 23 September 2024 at 12noon.**

Interviews (may be subject to change): Tuesday 1 and Wednesday 2 October 2024

All applicants will be notified of the outcome of their application. We will contact you by telephone or email if you are shortlisted for interview.

Thank you for your interest in Nottingham Playhouse and we look forward to receiving your application.