



activate

Activate Performing Arts
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Dear Applicant

Thank you for your interest in the Outdoor Events and Celebrations posts. Please find enclosed or attached with this PDF file the following documents:

- Job Description/Person Specification/Terms of Employment
- Background information and how to apply

If you are interested in applying for one of the positions, please read each of the job descriptions carefully and the 'how to apply section'. Each one will require:

- your current Curriculum Vitae;
- a letter of application setting out why you wish to apply for this job and between 2-3 sides of A4 dependent on the post, and the knowledge, skills and experience you can offer, set against the person specification requirements. Please refer to actual initiatives, activities and projects where possible;
- the names and addresses of two referees. References for short listed candidates will be taken up before interview unless you request otherwise.

Please check the job details on each pack for where to send your applications. All will be directed to Activate, but the B-Side festival producer also requires applications to be sent to partners (contact details included in the B-Side job description).

Closing date for applications: 5pm Monday 8 February 2010 the interviews for the team will be held between 22-25 February 2010.

We look forward to hearing from you.

Yours sincerely



Kate Wood, Director

