



January 2019

Dear Applicant,

Thank you for your recent enquiry expressing an interest in the post of **Marketing Officer**. Please ensure you have downloaded or have access to the following documentation:

- Job Description and Person Specification
- Application and Equal Opportunities Monitoring Forms

To apply, complete the application form and use the supporting statement to explain how your experience, skills, abilities, knowledge, attitudes, qualifications and other areas match each individual requirement in the Person Specification. It is not sufficient to simply say that you have done or can do this job. Give examples in support of your application. If you do not address all the criteria in the Person Specification, it will be difficult for us to shortlist.

Please do not send CVs. Only completed application forms will be considered. This is a one year fixed term post (with possibility for extension) and if possible is for an immediate start date. The post is subject to a Disclosure and Barring Service check and the appointment is subject to suitable references.

**The deadline for receipt of applications is Monday 1<sup>st</sup> February, 12pm.** Please return completed applications to: Katie McGivney, Ludus Dance, The Assembly Rooms, King Street, Lancaster, LA1 1RE.

Emailed applications will be accepted and should be sent to [info@ludusdance.org](mailto:info@ludusdance.org).

If you are successful and asked to attend an interview, they will be held at Ludus Dance on **Monday 11<sup>th</sup> February 2019 (times TBC)**. If shortlisted and will struggle with this date, please let us know.

Ludus Dance looks forward to receiving your application.

Yours faithfully,  
Katie McGivney  
**Arts Administration and Communications Manager**