**Applying for a job at Derby Theatre**

Thank you for applying for a job at Derby Theatre. This guide is here to help with some useful tips on how to apply and about the interview process. This might be particularly useful to you if you’re new to employment, to the theatre industry or to applying for roles in this way.

1. **Read the Job Description and Person Specification, and get to know us**

We want you to be as happy to work with us as we are to employ you so please make sure this is the right job for you. We spend a lot of time ensuring our job descriptions are as accurate as they can be so read it through and ensure this is the job you want. Next look at the Person specification – do you fulfil the essential criteria? Finally, if you can, come and visit us, ideally see a show or go on one of our backstage tours. If we don’t have anything on, have a cuppa in the café and see if you like our vibe.

1. **Prepare your application**

Make sure you complete all sections of the application form, and read all the instructions on the form. In the ‘Employment History’ section, add extra boxes if you need to so we can see your whole employment history or download the “Additional Employment History” sheet from the website. If this is tricky then simply add a sheet of paper with the same headings and information. Please do not send CVs or other additional information as we will not be able to take it into account.

1. **The ‘Personal Statement’ section**

The ‘Personal Statement’ section is the main tool we use to assess applicants and choose who is offered an interview. So, it’s vital you explain to us why you are the best person for this job. Do this by giving examples of how you fulfil the ‘essential’ criteria, and the ‘desirable’ ones too, if you meet any of those. Think about each of the criteria, and explain why and how you meet them – you could even use them as sub-headings. It’s a good idea to give a specific example to support these. Maybe you have a varied employment history, or particular skills that are suitable for the role. This is the place to join the dots and explain why you want to work with us.

1. **Positive Action**

Derby Theatre operates a Positive Action policy to encourage applications from people with disabilities and people from Black and Minority Ethnic backgrounds who are under-represented in our workforce. This means that if you meet the essential criteria in the job description, and have identified yourself as having a disability or being from a Black and Minority Ethnic background, you are guaranteed to be offered an interview. **Tell us this in the Diversity Monitoring form, not in your application,** and someone who is *not* shortlisting candidates will ensure the policy is in operation for each job we advertise.

**Reasonable adjustments**

If you have a disability we will be pleased to make reasonable adjustments to our recruitment processes so that you can participate fully. Please contact us to let us know how we can assist you. If you need someone else to help you complete the application form, or you would like to submit your application in a different way, again please contact us. You can call the Administration Officer on 01332 593945 or email jobs@derbytheatre.co.uk.

**Interviews at Derby Theatre**

If we invite you to interview then here are some useful tips:

1. Let us know if you have access needs as soon as possible so we can make appropriate arrangements.
2. You may be asked to take part in a task. We’ll tell you about this in advance, and it will be related to the role you’ve applied for. If you think you might need any adjustments to be made, please tell us when you confirm that you’ll be attending the interview.
3. Arrive in good time. We are located on Theatre Walk in the intu shopping centre and can be tricky to find if you’re new to the city.
4. We’d be happy to offer you a free or discounted ticket to see one of our shows in the run-up to your interview (subject to availability). Alternatively, depending on the time of your interview, you could see a show afterwards.
5. Please don’t be afraid to repeat examples from your application in the interview
6. We will ask you questions, but we will also give them to you written down in the interview. We know that’s unusual but for lots of people holding a long, complicated question in their head whilst in a high pressured situation can be hard, so we have found this helps.

We’re looking forward to meeting you.

**Need this, or any other of our documents in a different format? Please let us know - contact the Administration Officer on 01332 593945 or email jobs@derbytheatre.co.uk.**