HIJINX THEATRE
Wales Millennium Centre
Bute Place
Cardiff Bay
CF10 5AL
Tel – 029 20635620
Email – info@hijinx.org.uk
www.hijinx.org.uk

December 2011

Executive Director

Thank you for your interest in the above post. If you are interested in applying after you have read the job description and Company background, please submit an up-to-date CV which should include details of:

Educational and professional qualifications
Work history, start and finish dates and reasons for leaving
Relevant experience and training
2 referees, one of whom should be your current or last employer
Salary level of current or last post
Details of any absences from work longer than 2 weeks in duration
Notice period required from current post
Hobbies and interests

In addition, please would you address the following questions in support of your application, using no more than two sides of A4:

What relevant financial and business management experience do you have which you feel makes you suitable for this post?
Your experience of managing change in a small company/organisation identifying the things you consider to be important in this situation
What attracts you to working with Hijinx Theatre?
What qualities do you think that you can bring to the Company?
What experience do you have of working with people with learning disabilities?

Please note that the successful applicant will have to undergo a check with the Criminal Records Bureau because of our work with vulnerable adults and young people.

The deadline for receipt of applications is 12 noon on Friday 13th January 2012. Applications will be accepted by post or by e-mail. Please submit your application in an envelope marked APPLICATION or in an email to info@hijinx.org.uk marked APPLICATION in the subject line.

Short listed applicants will be notified by e-mail, and **interviews will be held in late January 2012**