Thank you for your interest in the post of Box Office Assistant. You will find enclosed the following information:

* Job description, person specification
* Application form and equal opportunities monitoring form;
* Current season brochure;
* Structure of the organisation
* Further information about the new theatre

Please send the completed application form by post to;

Anne-Louise Jones

Oldham Coliseum Theatre

Fairbottom Street

Oldham

OL1 3SW

Or email to recruitment@coliseum.org.uk

**Please note CV’s will not be accepted**. The application form is the only basis for which your application will be considered for suitability of the post.

The closing date is at Friday 24th March

If you would like to discuss any of this information, please do not hesitate to contact me on 0161 785 7001.

Yours sincerely

Anne-Louise Jones

Administrator