Dear Applicant

Very many thanks for your interest in the role of Media and Communications Officer with the National Theatre of Scotland. This is a crucial time for the theatre and performing arts sector and an exciting and challenging time us; we have a wealth of fascinating productions, projects and events in train. Please take a look at our website to find out more about us, and I would draw your attention to our [Strategic Plan](https://s3.eu-west-1.amazonaws.com/nationaltheatrescotland/PDFs/NTS-businessPlan_2018-21_FA_3_Lowres.pdf?mtime=20200326102500&focal=none) which will give you an insight into our vision, mission and values.

If you have reviewed the material relating to the post and you think the company and the role is for you, then this is what we need you to do:

1. We want to you to tell us why you are the right person for this role. We are keen to know how your work and experience to date shows you meet the requirements of the role and person specifications listed. We would ask that this is done in the form of a letter that accompanies an up to date CV.
2. We would also ask that you complete the Diversity Monitoring Form via the link on our website.
3. If you consider yourself disabled, please provide us with more details of any access requirements you may have to allow us to make the recruitment process as accessible as possible.
4. We would also like to know if there are any other responsibilities or requirements that you may have (for example: childcare or any other access needs) that will make it easier for you to take part in the recruitment process. We are happy to accommodate these to the best of our ability and would encourage you to let us know when you apply.
5. Get your application to us before **12noon** on **Monday 8 February 2021** by sending them by email to recruitment@nationaltheatrescotland.com. We are aiming to have interviews online during the week commencing Monday 15 February 2021.

I look forward to hearing from you and send thanks for your interest in National Theatre of Scotland.

Best wishes

Charlotte Gross

**Director of Audience and Media**