**JOB TITLE: Marketing Coordinator**
**DEADLINE FOR APPLICATIONS: Wednesday 23 June 2021, 11pm**
**INTERVIEW DATE: Wednesday 7 July 2021**

**INFORMATION FOR APPLICANTS**

Please read the job specification carefully and ensure you respond to each of the criteria as fully as possible. Please include examples of your past marketing experience, either via website links or PDF, to demonstrate your visual and design sensibility.

If you require information in a different format or have any questions regarding accessibility – in relation to the application process or the role – please contact: terri@weareprimary.org

We positively encourage people from Black, Asian and ethnically diverse backgrounds and those who self-identify as disabled to apply to join our team as they are under-represented within our workforce and in arts jobs nationally. **We guarantee to interview any candidate from a Black, Asian and ethnically diverse background and/or who self-identifies as disabled who meets the essential criteria for the role.**

Please ensure that you send us a completed equal opportunities monitoring form when you apply. An administrator who is not involved in the shortlisting process will use this information to identify any candidates from an under-represented group who meet the essential criteria for the role. The interview shortlisting panel will not have access to the information in the equal opportunities monitoring forms until after the recruitment process is completed.

Submit your completed application form and equal opportunities monitoring form to Terri at terri@weareprimary.org . Applications received after the closing date will not be considered.

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Email |  |
| Phone number |  |

**PERSONAL STATEMENT**

|  |
| --- |
| *Please outline your reasons for applying for this role, giving details such as previous experience and skills that you have gained from both career and other activities. Please ensure that you address all of the criteria listed in the job description, particularly the essential criteria.* *Please include examples of your past marketing experience, either via website links or PDF, to demonstrate your visual and design sensibility.* |

**EDUCATION, TRAINING, QUALIFICATIONS**

Please give relevant details of education, training, and qualifications, including those gained overseas, with the most recent listed first.

|  |  |  |
| --- | --- | --- |
| Organisation (e.g. university, college, school) | Dates attended | Qualifications gained |
| From | To | Subject and level | Grade | Date  |
|  |  |  |  |  |  |
| Membership of professional organisations | Dates of membership | Further details |
| From | To |
|  |  |  |  |

**CURRENT OR LAST EMPLOYER / DETAILS OF SELF-EMPLOYMENT**

|  |  |
| --- | --- |
| Job title |  |
| Date appointed |  |
| Employer’s name |  |
| Employer’s address |  |
| Responsible to / line manager |  |
| Current salary / grade |  |
| Other benefits |  |
| Length of notice required  |  |
| Brief description of duties |

**PREVIOUS EMPLOYMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer / freelance | Job title | Salary / grade | Dates employed |
| From | To |
|  |  |  |  |  |

**OTHER RELEVANT EXPERIENCE / VOLUNTEERING**

|  |  |  |
| --- | --- | --- |
| Organisation / freelance | Job title | Dates employed |
| From | To |
|  |  |  |  |

**GENERAL INFORMATION**

Are you related to a Board member or employee of Primary/Nottingham Studios Ltd?
YES / NO
If yes, please give details:

Have you been convicted of a criminal offence (other than motoring offences and spent convictions)?
YES / NO
If yes, please give details:

**REFEREES**

Please give details of two people who are prepared to act as referees. One of these should be your present (or most recent) employer. References will only be taken for applicants selected for interview, and you should ensure your referees are in a position to respond promptly.

|  |
| --- |
| First referee |
| Name |  |
| Job title |  |
| Organisation |  |
| Address |  |
| Email |  |
| Phone number |  |
| May we contact this referee prior to interview? | YES / NO |

|  |
| --- |
| Second referee |
| Name |  |
| Job title |  |
| Organisation |  |
| Address |  |
| Email |  |
| Phone number |  |
| May we contact this referee prior to interview? | YES / NO |

**DECLARATION**

I confirm that the details in this form are correct: YES / NO

Date:

**DATA PROTECTION STATEMENT**

The personal information that you provide on this form will be kept confidential and only used as part of our recruitment process. By submitting the application form, it will be assumed by Primary (Nottingham Studios Ltd) that you agree to the processing of your data in accordance with the General Data Protection Regulation.