



**SHOWROOM  
WORKSTATION**

Paternoster Row  
Sheffield  
S1 2BX

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October 2020

Dear Applicant

**Re: Programme and Audience Development Coordinator**

Thank you for showing interest in this position and we have pleasure in enclosing our job pack, which includes:

**Job Description and Person Specification**  
**Showroom Workstation Background Information**  
**Application Form and Monitoring Form**

When completing the additional information section of the application form, please provide evidence of your skills and experience that match the points in the person specification.

More information about the company is available on our website [www.showroomworkstation.org.uk](http://www.showroomworkstation.org.uk)

Please email your application to [reception@showroomworkstation.org.uk](mailto:reception@showroomworkstation.org.uk) or by post / in person in an envelope addressed to **Recruitment, Showroom/Workstation, 15 Paternoster Row, Sheffield S1 2BX.**

**Closing date for completed application forms: Monday 2<sup>nd</sup> November 2020 at 12 noon**

**Interview date: w/c 9<sup>th</sup> November 2020 (access requirements can be discussed if you are shortlisted)**

If you have any questions regarding the post or the application process, please email [julie.simpson@srws.org.uk](mailto:julie.simpson@srws.org.uk).

Many thanks for your interest in this position and we look forward to receiving your application.

Yours sincerely

Julie Simpson  
General Manager  
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