

**Candidate Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**APPLICATION FORM - PART TWO**

**Application Form for the post of Production Coordinator**

**WORK EXPERIENCE**

Please give details of all previous employers, listing your current or most recent employer first. Include any voluntary work you have undertaken. Insert more rows if needed.

|  |  |  |
| --- | --- | --- |
| **Dates** | **Employers name and address** | **Main duties of post** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Please use the amount of space you need to answer the questions as fully as you can, but up to a maximum of 500 words per question.**

**1. Please detail your production coordination skills, and tell us about how you have facilitated the successful delivery of events, exhibitions or projects in the arts, cultural or heritage sectors.**

**2. What experience do you have of delivering online / digital events, and how were digital access need considered and met?**

**3. Please give details of your experience of working with and being inclusive of people with a range of lived experiences and needs.**

**4. Give examples that demonstrate your organisational skills, ability to manage a wide range of tasks, and meet deadlines.**

**5. Please tell us about how you have worked effectively in partnerships with other organisations and with any creatives, for example writers and artists.**

**6. In your opinion what are the advantages and challenges of working within an organisation rooted in equalities?**

**7. Please tell us why you feel that you are a suitable candidate for this post, and whether there is anything else you wish to add in support of your application, bearing in mind the Job Description and Person Specification.**

**8. Please let us know any support or accessibility needs you might have, or how we might make it easier for you to work with us.**

**9. Please list below the names and addresses of two referees unrelated to you, including, if applicable, your present employer.**

|  |  |  |
| --- | --- | --- |
| Name |  |  |
| Relationship to you |  |  |
| Address |  |  |
| Email Address |  |  |

**10. If you are currently employed, please tell us what period of notice you would be required to give your present employer.**

**11. Are you able to work with a degree of flexibility in your hours of employment? Some evening and weekend work may be required. YES / NO**

**12. Please indicate where you saw this advertisement / heard of this post.**

**Signed .....................................................................**

**Date .....................................................................**

**CLOSING DATE FOR APPLICATIONS: 12 noon on the 1st February 2022**

**Please email the completed application form, Parts 1 and 2, to** [**apply@womenslibrary.org.uk**](mailto:apply@womenslibrary.org.uk)

**Interviews will take place on 17th February 2022**

**Applications will be accepted from women only under Schedule 9, part 1 of the Equality Act 2010.**

Glasgow Women’s Library processes your personal data safely in accordance with the General Data Protection Regulation 2018. For more information on your rights and how your data is used and stored, please visit [womenslibrary.org.uk/privacy](http://womenslibrary.org.uk/privacy)