

 **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** |
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**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**

**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.**

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