



## FULL CIRCLE PROJECT

### How to apply.

Firstly, thank you for your interest in MACE and in the project.

These notes are designed to make sure that you give yourself the best chance of success should you decide to apply and to explain our processes.

Before you write your application please take some time to look at MACE's website to get a feel for what we are and what we do. Then, read carefully the information provided here on the web site for the post you are interested in applying for.

There is no application form. Your application should take the form of a document which shows us how your experience relates specifically to the job you are applying for, addresses the attributes we are seeking and tells us what you think you will contribute to the organisation, the project and to the role. A CV is useful and we would ask for its inclusion with your application but please note that the submission of a CV **without** an accompanying document will not be considered a satisfactory application.

Do not hesitate to contact myself or my colleague Richard Shenton if you have any questions about the post or process. Contact details can be found on our website. *(Note that the University and MACE are closed for the Easter weekend from 1<sup>st</sup> - 6<sup>th</sup> inclusive so you will need to contact us before the end of March)*

Applications should be sent electronically to MACE's Director James Patterson at [jmp42@le.ac.uk](mailto:jmp42@le.ac.uk) to reach us by 5pm on Tuesday 6<sup>th</sup> April 2010. Applications arriving after that time will not be considered. We will acknowledge receipt of all applications. Please check with us if you do not hear.

Our processes:

Shortlisting at MACE is undertaken on the basis of scoring the application quite formally against each of the elements of the post we have highlighted as essential or desirable. There will be at least three people involved in the shortlisting process. We will let you know if you are unsuccessful. Shortlisted candidates will then be invited to attend an interview. Interviews are planned for the week commencing 26<sup>th</sup> April 2010.

For the two curator roles, good presentational skills are really important. So candidates applying for these posts should note that how you present the application is important. Shortlisted candidates for the curatorial roles will be asked to make a formal presentation at interview. Details will accompany an invitation to interview.

I hope that you are excited by these opportunities and I very much look forward to receiving your applications and wish you well.

James Patterson – Director, MACE