



Dear Applicant,

Thank you for your interest in Fuel and in the role of Programme Assistant. Please find an application pack for the role which includes:

- Information on how to apply
- Application Form
- Link to Equal Opportunities Monitoring Form (completed online)

The closing date for receipt of applications is **10am on Tuesday, 01 September 2026**. We regret that applications received after that time will not be considered.

We have prepared the job pack in a few formats (large print, print-friendly). Please let us know if you require it in another format.

Please submit **only** this application form and your CV. Other materials (such as portfolios, letters of reference) will not be reviewed.

We want you to complete your application in a way that is comfortable for you. We will accept **video and audio files** that provide the information requested (as detailed in the form below). Please ensure your recording is no longer than 5 minutes.

We are holding a **drop-in online question & answer session** on **Thursday 13 August from 5 to 6pm**. If you would like to attend, please email admin@fueltheatre.com and we will send you a Zoom invitation link. Please let us know if you have any access requirements for attending this session.

Candidates selected for interview will be contacted by phone or email. **First round interviews will be on 11 September online and second round interviews will be on 16 September 2026, in person at Somerset House, London (WC2R 1LA)**. Whilst we will work to accommodate every candidate, please do your best to ensure you will be available for the interviews. Shortlisted candidates that are based outside London can request travel costs reimbursement if attending an in-person interview.

We will confirm with all applicants whether they have been brought through to the interview stage or not. We will circulate interview questions in advance of interviews.

If you have any questions about the pack, form, or process, please email admin@fueltheatre.com.

If you have questions about the role, please contact Caitlin Gleeson, Senior Producer, at caitlin@fueltheatre.com.

We look forward to receiving your application.

Best wishes,

Kate McGrath, **Artistic Director & CEO**

Programme Assistant Application Form

We are an equal opportunities employer, and we encourage applications from all suitably qualified persons, regardless of sex, gender, sexual orientation, marital or civil partnership status, race, ethnicity, socio-economic background, disability, religion or belief, national origin, pregnancy or maternity, or age. We are particularly keen to hear from applicants from backgrounds that are currently under-represented in the arts sector.

Personal Details

Surname:	Other names:
Pronouns (optional):	Name pronunciation (optional):
Address:	
Mobile telephone number:	E-mail address:
Home or other telephone number (if applicable):	

Current or Most Recent Employer (Paid or Unpaid)

The name of the organisation who employed you, and their location:	
Job title:	Start date:
Period of notice required <u>OR</u> your leaving date, if not now working:	
Reason for leaving:	
Please provide a brief outline of your main responsibilities:	

CV/Résumé

Along with this application form, please attach your CV in a .pdf or .doc format. Please use simple/basic formatting and do not include a photograph of yourself. Please do include:

Your **previous employment (paid and/or unpaid)**, including:

- Dates of employment
- Organisation name, location
- Job title and brief details of main responsibilities

Your **education, training and professional qualifications**, including:

- Date obtained
- Name of training provider or school etc.
- Qualification obtained

Supporting Statement

Please write a statement (no more than 1 side of A4 paper) explaining why you are applying for this position. Draw on your personal and work experience, education and training, and how you meet the requirements set out in the **Job Description, Main Duties and Responsibilities** and the **Skills, Attributes, Knowledge and Experience** sections of the Job Pack.

Referees

Please provide details of two people, not related to you by family, who will provide an employment reference for you. **One of these must be your current employer, or your most recent employer if you are not currently employed.** The other should be someone who can express a professional opinion on your work and your ability to perform the job for which you are applying.

Name of referee:	Name of referee:
Name of organisation where they work:	Name of organisation where they work:
Occupation/job title:	Occupation/job title:
Email:	Email:
Contact telephone number:	Contact telephone number:
What is their relationship to you?	What is their relationship to you?

May we request a reference:

May we request a reference:

☐	at any time	☐	at any time
☐	only after an offer of employment	☐	only after an offer of employment

Interview Availability

Please let us know if you are **not** available for the listed interview dates.

If applicable, please share any information about when you will be available instead, and anything else that is useful for us to know about your ability to participate in interviews.

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Access Requirements

When we ask a candidate to attend an interview, we will ask if they have any access requirements they need in place to attend the interview.

We will not ask candidates about access requirements they would need in place to fulfil the role itself until we have offered the role to the successful candidate, but our General Manager or Senior Producer are available for conversations about access and adjustments at any point during the recruitment process if this would be helpful to you – please contact admin@fueltheatre.com.

Right to Work in the UK

The successful candidate must have a current right to work in the UK. To comply with current Immigration law including the Immigration, Asylum and Nationality Act 2006, we as employers are required to see the successful candidate's proof of right to work in the UK. This proof will be requested of the applicant once an

offer of employment has been made.

Do you have the right to work in the UK? (Type 'Yes' or 'No'):

If you require a work permit to work in the UK, please provide any relevant details about your work permit:

Unspent Convictions or Cautions

When we ask a candidate to attend an interview, we will also ask them to provide details of any unspent convictions or cautions they have under the terms of the Rehabilitation of Offender Act 1974 and the Exceptions Order 1975. Offences resulting in licence endorsements should be disregarded. Failure to disclose such information may result in dismissal or disciplinary action by Fuel Productions Ltd. This information will be treated as confidential and will not necessarily preclude you from employment.

Equal Opportunities

To monitor the effectiveness of our equal opportunities practices, we need to collect information which might identify possible direct and indirect barriers to employment. The information provided in our form is entirely anonymised and confidential and not connected to your application or any part of the selection process.

Please complete the online form [here](#).

Declaration

To the best of my knowledge, the information on the application form, CV, and equal opportunities monitoring form is correct.

I also certify that the answers in my application are my own and not plagiarized or written by any other individual, nor were they automatically generated using any software.

Signed:

Date:

Application instructions:

Please send both this completed application form and your CV/résumé in .pdf or .doc format (only, we are unable to open Pages) to admin@fueltheatre.com by **10am on Tuesday 01 September 2026**. Please name your files '[Your Name] – Programme Assistant – CV / Application Form'.