

General Information

Job Title: Office Manager

Terms of Appointment

This is a permanent position working in our London office.

Salary

The salary for this post is £20,800 per annum pro rata, 25 hours/ week. Salary is paid into your account on the last working day of the month.

Working Hours

This position is 25 hours per week to be split over four or preferably five days, subject to discussion and agreement with the successful candidate. We operate a time off in lieu policy.

Annual Leave

There is an annual leave entitlement of 25 days per annum pro rata, in addition to statutory holidays.

Probation

The postholder will be subject to a six week probationary period.

References

All offers of employment will be subject to the receipt of two professional references satisfactory to the Contemporary Art Society.

Application instructions

A completed application form should be returned either by email to recruitment@contemporaryartsociety.org or by post to Recruitment, Contemporary Art Society, 59 Central Street, London, EC1V 3AF.

Closing date for applications is **2pm, Thursday 21 December 2017**.

Shortlisted candidates will be invited to attend an interview **week commencing Monday, 8 January 2018**

Start date: **asap**