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contemporary
art society

General information

Job title: Consultancy Project Manager

Terms of appointment
This is a permanent post to start as soon as possible. The place of work will be the Contemporary Art Society's offices at 11/15 Emerald Street, London, WC1N 3QL.

Remuneration
The salary range for this post is £23,000-£25,000 per annum. Salary is paid into your account on the last working day of the month.

Working Hours
The normal working week is 35 hours, Monday to Friday, 9.30-5.30pm, including a one hour lunch break. Some evening work may be required, in which case time may be taken off in lieu.

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

Pension Scheme
The Contemporary Art Society operates a contributory pension scheme which all employees are eligible to join after 6 months continuous service.

Probation
The postholder will be subject to a three month probationary period.

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

Asylum and Immigration Act 1996
In order to comply with the provisions of the Act, the Contemporary Art Society will need to see the original of one document from a specified list. Further information will be provided when an offer of employment is made.

Application instructions
A completed application form should be returned either by email to recruitment@contemporaryartsociety.org or by post to Recruitment, Contemporary Art Society, 11/15 Emerald Street, London, WC1N 3QL. Closing date for applications is 5pm on Thursday 18 February 2010.