

General Information

Job Title: Assistant Manager, Patrons and Development

Thank you for your interest in the post of Assistant Manager, Patrons and Development at the Contemporary Art Society.

Please read the Job Description carefully. The applicants who best meet the person specification and experience relating to the job description will be shortlisted for interview, so please ensure you tell us everything relevant to your application and that you complete all sections of the application form.

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 **5pm, Wednesday 15 September 2021**
Interviews will take place **week commencing 27 September 2021**

CVs are not accepted. Applicants must have the right to work in the UK.

Applications received after the closing date will not be accepted.

Terms of Appointment

This is a permanent position working in our London office.

Salary

The salary for this post is £26,000 per annum. Salary is paid into your account on the last working day of the month.

Working Hours

This position is full time, 35 hours per week from 9.30-5.30 with an hour for lunch, Monday to Friday. Evening, as well as occasional weekend work and international travel will be required. We operate a time off in lieu policy. We are currently working from home with a proposal to move to hybrid working with set days in the office from 6 September.

Annual Leave

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

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.

Equal Opportunities

The Contemporary Art Society is committed to a policy of equal opportunities and we ensure that all applicants are treated fairly and equally.

Data Protection

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. By signing and submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate ((Data Protection Act 1998, General Data Protection Regulations 2016).