

General Information

Job Title: Communications Manager

Thank you for your interest in the post of Communications Manager at the Contemporary Art Society.

Please read the Job Description and Person Specification 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 **10am, Monday 10 January 2022**

Interviews will take place on **Monday 17 January 2022**

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. We are currently operating a hybrid working arrangement, with two set days in our London office near Old Street and three days working from home. This will be adapted to current circumstances, as appropriate.

Salary

The salary for this post is £34,500 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 will be required. We operate a time off in lieu policy.

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.