

Opportunity to Join AccessArt: Membership & General Administrator Role

The deadline for applications has now passed.

To help us serve our growing membership, AccessArt is ready to welcome a new person to join our [friendly team!](#)

Role:

Membership & General Administrator: to help us process memberships and build relationships with schools, and to process Zoom CPD admin.

Hours:

The role is offered on a permanent basis (after a 3 month probationary period) working 21 hours per week. Hours should be worked during office hours (9.00 – 5.00) and be spread over 4 days. You need to be based in the UK. The role is fully remote.

Salary:

£16 per hour (equivalent to £31,200.00 per year working full time).

Timeline

**Deadline for Receipt of Applications: Tuesday
26th March 2024 (Closed)**

- **1st Round Interviews (via Zoom): 9th April**
- **2nd Round Interviews (via Zoom): 19th April**
- **Role Begins: May 2024**

Job Pack

[Pls find full details of role and how to apply here.](#)

This role requires specific skills and experience. Please do only apply for this role if you feel you have the skills and experience we are looking for.

Pls note that as we expect a great deal of interest in the role we are not able to reply to personal questions via email – instead we encourage you to read the document above for all details.

Monday 4th March 2024

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ACCESS ART MEMBERSHIP ADMINISTRATOR



Job Pack

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