

# Forgan Arts Centre



## Assistant Centre Co-ordinator

- Organisation: Forgan Arts Centre
- Salary: £8742 (£17,000 Pro Rata of 35 hours)
- Salary info: 18 hrs/week with flexibility for occasional evenings and weekends
- Status: Part time
- Closing date: 15/10/18
- Location: Newport-on-Tay, Fife
- Website: [www.forganartscentre.co.uk](http://www.forganartscentre.co.uk)

The Assistant Coordinator will support the Coordinator in all relevant aspects of the Arts Centre, such as administrative tasks (e.g. booking system, memberships, general enquiries, marketing) and the practical day to day running of the Centre. It is anticipated that the post will develop into a wider role, supporting the strategic development and delivery of Arts, Crafts and Education activity across all areas of Forgan Arts Centre.

### **How to apply**

Please send your CV and a supporting statement of no more than one A4 page outlining your ability for the post, demonstrating how your experience matches the key responsibilities and person specification.

For job description and person specification please see the Forgan Arts Centre website [www.forganartscentre.co.uk](http://www.forganartscentre.co.uk)

Applications should be sent by email to: [info@forganartscentre.co.uk](mailto:info@forganartscentre.co.uk)

Or by post marked as Confidential and addressed to Lynsey Smiles, Chairperson, Forgan Arts Centre, Cupar Road, Newport-on-Tay DD6 8RA.

Deadline for applications: no later than 9am on Monday 15 October 2018.

Forgan Arts Centre is committed to equal opportunities and welcomes applications from all sections of the community. We hope to interview in the week beginning 29 October 2018.

Registered Charity No SC008537