

Ark-T Centre

Creativity Changes Lives

Centre Administrator (Part-time)

Ark-T is a community arts charity with two Centres a few hundred yards apart in Cowley.

We are looking for a Centre Administrator to support the smooth running of the Centres by greeting hirers and users and making sure their visit goes smoothly, from the start of their booking to the end. S/he will need to be friendly, a capable administrator, familiar with normal IT systems and happy to make sure that rooms are well-maintained, clean and tidy before hires.

We would prefer the hours to be 5 per day Weds to Friday, but they could be just Thurs/Fri.

For more information, including a full Job Description and Person Specification please see our website or contact: Anna Martin - anna@ark-t.org

Closing date for applications: Tuesday 12th March, Interviews on Monday 18th March.