

# 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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