

EAST ST ARTS

Thank you for your enquiry about the job opportunity at East Street Arts:

Finance Administrator

Please find attached / related documents:

- Job Description
- Person Spec
- Application Form / Monitoring Form
- Background information on East Street Arts
- Activities Overview of Programme and Temporary Spaces

This is a new post that has responsibility for the smooth running of the company's finances and will be heavily involved in the organisations' Temporary Space Programme through utilities, rates and leases.

We look forward to receiving a completed application and a monitoring form, which will be kept separate and is for monitoring purposes only.

We encourage applications from those with less visibility in the arts. We specifically welcome applicants from women, people with disabilities and those from Black, Asian, Minority Ethnic and international backgrounds.

Deadline for applications: Sunday 3rd September 6pm 2017.

**Please email complete application to:
jon@esamail.org.uk**

**Or post to:
Jon Wakeman, Patrick Studios, St Mary's Lane, Leeds. LS9 7EH**

Interviews will take place on Tuesday 12th September

If you need any further information please contact Jon on the above email or on 0113 248 0040