

## Office Administrator

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| Salary   | <b>From £12,506 to £14,430 pro rata</b><br>(Actual salary payable for 20 hours from £6,760 to £7,800) |
| Hours    | Part time – 20 hours per week*  |
| Location | Narberth, Pembrokeshire   |

If you are super-organised, passionate about the arts, a generally lovely person and looking to start a new exciting career soon, now's your chance!

Span Arts is a Narberth based community arts organisation who delivers live arts in Pembrokeshire. We are looking for a new member of our team who fits the following:

- A flexible and adaptable outlook is essential as the day to day workload is very varied.
- A good level of general computer literacy plus excellent Word, data processing & spreadsheet skills.
- Computerised accounting package (data entry) skills also required – training can be given.
- You will need to be confident and well organised with the ability to plan and prioritise tasks and work on your own initiative with the minimum of supervision.
- A passion for the arts and live events in Pembrokeshire is preferred.

\* potential to increase hours in future.

Further information & application forms available from

Span Arts  
Moorfield Road  
Town Moor  
Narberth  
SA67 7AG  
☎ 01834 869323  
email [info@span-arts.org.uk](mailto:info@span-arts.org.uk)

**Please note that CVs will not be accepted.**

Closing date            Noon on Wednesday 24<sup>th</sup> November  
Interview date        Friday 26<sup>th</sup> November 2010