JOB PACK COVER PAGE FOR POST OF

PROJECT CO-ORDINATOR

The Job Description Pack includes

1. This Cover Sheet
2. Job Description
3. Application Form

Where and when to send your application

- Deadline for applications by email or hard copy by **9:30am on Monday 23rd November 2015** send to:

- jobs@asianartsagency.co.uk or
  Jaswinder Singh, Asian Arts Agency, Royal Oak House, Royal Oak Avenue Queen Square, Bristol, BS1 4GB. Please mark "**Project Co-ordinator application**" in subject for emails.

- Please note: you are responsible for ensuring that your application reaches us on time and for following up to confirm that we have received your application.

- Short-listed candidates will be contacted by **Tuesday 24th November 2015** and invited to attend an interview on **Wednesday 25th November 2015** in Bristol. Unfortunately we won't be able to contact applicants not short-listed for interviews.