

## London Art Book Fair Co-ordinator

**Closing date:** Midnight 22 February 2015

Please find enclosed:

- Job description and person specification
- Application form
- Equal opportunities monitoring form

Please read the enclosed job description and person specification carefully.

### **To make an application:**

- Please complete the enclosed application form using additional sheets as necessary.
- Please return the application form along with a copy of your CV.
- We would be grateful if you would fill in and return the Equal Opportunities Monitoring form with your application. When the applications are received, the Equal Opportunities Monitoring forms are removed and do not form part of your application. The information from these forms helps us to monitor the effectiveness of our recruitment campaign.
- Unfortunately, due to the high volume of applications we receive we are unable to write back to all those who are unsuccessful at short listing stage or give specific feedback on why you have not been short listed.
- If you have not had a response from us within four weeks of the closing date, please assume that your application has been unsuccessful on this occasion.

### **Guidance Notes**

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Please return your completed application to  
**Holly Power, Administration Assistant**, either by post to:  
**Whitechapel, 77-82 Whitechapel High Street, London, E1 7QX**, or  
email to: [recruitment@whitechapelgallery.org](mailto:recruitment@whitechapelgallery.org), including the  
names and addresses of two referees. The Whitechapel Gallery  
will never approach referees without prior consent.

**Access for people with disabilities**

Please do not hesitate to contact Clare Hawkins on **020 7539 3320**  
or via [recruitment@whitechapelgallery.org](mailto:recruitment@whitechapelgallery.org) if you would like further  
information about access.

The Whitechapel strives to be an equal opportunities employer and  
welcomes applications from all sections of the community.