

We are looking for a minute taker!

The Association of Illustrators is looking for a minute taker for its Board Meetings. Applicants should be able to provide accurate electronic minutes within 3 working days of each meeting

Board meetings are held a minimum of 4 times a year and a maximum of 12 times a year, in a central London location (usually at Somerset House). They are held between 6pm and 8pm.

It is anticipated that we will work with a pool of minute takers who we can draw on.

Fee:

We will offer the London Living Wage of £9.40 p.h.

We expect 2 hours for each meeting and up to an additional hour for refining the minutes.

How to apply:

Please email a cv and very short (1 para) covering email to jobs@thaoi.com

Closing date:

Midnight Sunday 10 July 2016