



Job Description

The Blake Theatre – Front of House/Bar staff (casual - zero hours contract)

The Job Description is not intended to be an exhaustive list of responsibilities but should accurately represent your contribution to The Blake Theatre. Your Job Description should be reviewed every two years as part of the Appraisal Process.

Working Hours: There are no normal hours of work. Your hours will be those required to support events/productions taking place at the Blake Theatre on a shift rota basis including weekends and evenings

Responsible to: Theatre Managers

Summary of the Role:

Working as part of the Front of House team, dedicated to ensuring the smooth operation of the Theatre.

Main Duties and responsibilities

1. To check tickets and provide information and directions to audience members requiring assistance.
2. Assist in the set-up of functions, liaising with the Front of House Manager.
3. Assist in ensuring the safety, security and comfort of all venue users.
4. Comply with relevant licensing, health & safety, Fire, PRS and other legislation.
5. Provide quick, efficient and quality bar service to Theatre customers, this includes setting up for bar service, pre-show, interval and, occasionally, post show.
6. In conjunction with the Bar Manager, monitor stock levels.
7. Report and record all accidents, incidents, loss and damage.
8. Undertake regular cleaning of bar equipment as appropriate.
9. Collect, collate and record monies taken and control of floats.
10. Carry out duties of a similar nature as required.

You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.



Person Specification

<i>Essential</i>	<i>Desirable</i>
Qualifications	
	<ul style="list-style-type: none">• Minimum Maths & English at GCSE, Grade C or equivalent
Experience	
	<ul style="list-style-type: none">• Previous customer service/events/theatre experience
Skills	
<ul style="list-style-type: none">• Problem solving	
Personal Attributes	
<ul style="list-style-type: none">• Cheerful disposition• Ability to work effectively under pressure• Can do attitude• Ability to work as part of a team	