



Job Description

The Blake Theatre – Front of House/Bar staff (volunteers)

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 evenings and weekends. Volunteers are usually required one hour before the performance begins and will need to stay for a short time afterwards.

Responsible to: Theatre Managers

Summary of the Role:

To assist the Front of House team, to ensure the smooth operation of the Theatre for events and ensure customers safety and enjoyment.

Main Duties and responsibilities

1. To direct customers into the auditorium and visually check tickets
2. Supervise the auditorium during the performance/interval and, if necessary, offer or fetch first aid support
3. Sell ice cream during the interval
4. Check the auditorium after shows for litter/lost property
5. Carry out duties of a similar nature as required.



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	