

Theatre Bar & Front of House Assistant

Job Description

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<p>Summary of the role</p>	<p>Job Title: Theatre Bar & Front of House Assistant</p> <p>Department: Quarry Theatre, Bedford School</p> <p>Location: 26 St Peter's Street, Bedford</p> <p>Job Purpose: To provide an excellent service to all patrons of the Quarry Theatre</p> <p>Reporting Line: Director of Theatre</p> <p>Hours: As required to meet the needs of the Quarry Theatre, but the post-holder will be required to work as necessary to complete the job (subject to the Working Time Regulations 1998). Working hours are mostly evenings as required from 6:30pm to 10pm and weekends (occasional matinees and regular evening performances). Typically there will be three shifts per month.</p>
<p>Main duties and responsibilities</p>	<p>This job description does not form part of the contract of employment and may be varied in accordance with the demands of the appointment.</p> <p>The main duties and responsibilities of the Theatre Assistant are as follows (this list is not exhaustive):</p> <ul style="list-style-type: none"> • To work as part of the Theatre Bar & Front of House Team assisting with serving behind the bar, re-stocking the bar fridges and cleaning the bar area after service, ushering duties, checking tickets on the door and any other duties as may be required (prior to, during and after productions) • Check customers' identification and confirm it meets legal drinking age • To assist with the preparation of the public areas of the venue before, during and after any public performance making sure the spaces are clean, tidy and professionally presented • To undertake fire marshalling duties as required • To maintain and deliver a high standard of appearance and customer service to all visitors to the Quarry Theatre • To attend and undertake training courses as required • To undertake other duties as may reasonably be requested by the Director of Theatre or Event Duty Manager.

You may also be required to undertake such other comparable duties as the Trust requires from time to time.

Person Specification – Theatre Assistant

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	Essential These are qualities without which the Applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of assessment
Qualifications	Good standard of education	Relevant training certificate	<i>Certificates</i>
Experience	Bar work	Proven experience working in a hospitality or leisure environment	<i>Application form and references</i>
Skills and Knowledge	Excellent customer service skills Effective time management and organisation Computer literacy	Understanding of the workings of a busy commercial theatre.	<i>Application form, references and interview</i>
Personal competencies and qualities	Commitment to the safety and well-being of children, young people and the public Flexible and adaptable approach, including being available for weekend/evening commitments Resilient, robust and personable Positive and approachable attitude Ability to use own initiative and also work as part of a team	Demonstrable competence working with children or young adults in a theatre-related context	<i>Interview and references</i>