

JOB DESCRIPTION

JOB TITLE	DUTY MANAGER (part time, minimum 20 hours per week)
VENUE	GAIETY THEATRE
REPORT TO	DEPUTY GENERAL MANAGER

PURPOSE

Reporting to the Deputy General Manager, the successful candidate will be responsible for the opening and running of the building for their allocated shows. They will support and assist in maximising the profitability, service and presentation within the theatre as well as ensuring a safe environment for all visitors and staff within the theatre. The successful candidate will have experience in a similar role and have strong leadership, organisational and financial skills together with proven experience of successfully managing a large front of house team.

DUTIES

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| <ul style="list-style-type: none">- Duty Manage: being responsible for the building, Health & Safety and wellbeing of all patrons, staff and visiting companies.- To communicate effectively with staff members and incoming productions.- Maintain and promote the "Customer is King" mentality throughout the building and with all staff old and new. | <ul style="list-style-type: none">- Promote and maintain compliance of the Company's Health & Safety policies and procedures- Liaise with Promoters and Production companies regarding merchandise.- Assist in the training, recruitment and management of Front of House Staff.- Administrative tasks relating to staff training, customer service and duty management. |
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PERSON SPECIFICATION

ESSENTIAL SKILLS <ul style="list-style-type: none">- 3+ years' experience in venue management/supervising- Proven Microsoft Office and computer operating skills- Focused on delivering high levels of customer service.	DESIREABLE SKILLS <ul style="list-style-type: none">- Health and safety knowledge, especially of its practical application within the context of both a venue, and live events- Knowledge and experience in cash handling procedures.- Skills in leading, training and developing staff
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FURTHER DETAILS

Hourly Rate commensurate with experience.
Flexibility required regarding working hours to include evenings and weekends.

To apply please email a full CV and Cover Letter to: recruitment@gaietytheatre.com