

<b>Post:</b>	Casual Theatre Staff
<b>Line Manager:</b>	Duty Manager / Bacon Theatre Manager
<b>Hours of Work:</b>	This position is casual role with a zero-hours contract
<b>Salary:</b>	Over 23: £10.42 plus £1.26 holiday pay per hour Under 23: £10.18 plus £1.23 holiday pay per hour
<b>Start Date:</b>	As soon as statutory checks are complete
<b>Location</b>	Bacon Theatre, Dean Close School, Cheltenham, GL51 6EP

### The Role

We are seeking to recruit Casual Theatre Staff to join our dedicated theatre team at the Bacon Theatre.

Staffs are directly responsible to the Duty Manager who is a fully trained first-aider. The Theatre Team endeavour to maximise the use of performance venues across Dean Close School, including The Bacon Theatre, Tuckwell Amphitheatre, Prince Michael Hall and 1914 Centenary Hall, by producing a dynamic schedule of theatrical productions, concerts, cinema screenings, satellite broadcasts and commercial events for both internal and external clients. The dedicated team of casual Front of House staff are invaluable in their presentation of these venues and in creating an excellent impression of the wider school.

### Duties

#### **Delivery of Front of House duties:**

- Checking tickets on the door
- Serving behind the coffee bar and handling cash
- Serving behind the bar (if over the age of 18) and using an electronic till
- Selling ice-creams independently inside the auditorium
- Restocking and checking stock levels
- Maintaining good levels of hygiene
- Carrying out simple cleaning tasks (mopping bar/coffee bar floor, cleansing surfaces)
- Emptying bins, litter picking and spot cleaning carpets
- Taking responsibility for the safety of the audience as directed by the Duty Manager
- Providing consistent and exemplary customer service and good presentation
- Attending annual in-house staff training sessions
- Attending Emergency Evacuation Procedure (EEP) practises

### Person Specification

- Be loyal, honest, trustworthy and reliable
- Enthusiastic, highly motivated, well-organised and punctual
- Confident, proactive with a helpful and flexible approach
- Able to demonstrate initiative and creativity

- Ability to work well in a team and alone, with minimum supervision, maintaining a professional and enthusiastic approach
- Ability to communicate effectively with all colleagues, members of the public, artists and technical staff
- Strong desire to improve knowledge

#### Terms and Conditions

- Health cash plan
- Community events
- Free three course lunch, during term time for those that work over 6 hours per day
- Free onsite parking
- Use of the gym and swimming pool, at specified times
- Discounted Bacon Theatre tickets

#### All staff are expected to

- Work towards and support the Dean Close Foundation stones/values of love, courage, contribution allowing pupils and staff to flourish.
- Demonstrate and develop the following skills:
  - Critical Thinking
  - Compassion
  - Creativity
  - Collaboration
  - Communication
- Support and contribute to the Foundation's responsibility for safeguarding pupils.
- Work within the Foundation's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Promote equality of opportunity for all students and staff, both current and prospective.
- Undertake any other reasonable duties required that are related to the job purpose from time to time.

The post holder may be required to perform duties other than those given in the job description for the post from time to time. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

#### How to Apply

Applicants must complete a Dean Close Foundation application form in order to be considered.

<https://www.deanclosefoundation.org.uk/dean-close-services-ltd/vacancies>

***The Dean Close Foundation is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.***