



Casual Performance Staff

Job Description
Person Specification

October 2021

HQ Theatres is the UK's leading regional theatre specialist and part of Trafalgar Entertainment.

The New Theatre is one of 12 venues within the company's current portfolio of regional theatres and concert halls, with capacities ranging from a 200-seat arts centre to a 2,400 seated/standing theatre. HQ programmes more than 2,500 different shows attracting audiences of over 1.5 million.

The New Theatre is the oldest theatre in HQ Theatres portfolio standing in the heart of Cardiff City Centre for the last 115 years.

Our 1100 Edwardian auditorium stages a variety of genres from drama, dance, comedy and musicals; some direct from London's West End. We pride ourselves on enhancing our customer experience with every visit, whilst maintaining and developing long lasting relationships with our loyal audiences.

Employment type: Casual

Salary: £9.25 p/h

Hours: Casual shifts will be offered depending on our program of shows. This could include afternoons, evenings, weekends and Bank Holidays as and when required on a casual basis.

Work location: You will be based at the New Theatre, Cardiff

Purpose of the role: To work as part of the hospitality team to ensure all visitors have an enjoyable and safe experience.

Our ideal candidate: Will have a keen interest in theatre and experience delivering outstanding service in customer facing roles.

Closing date: 12:00pm 19/10/2021

Interviews will take place in venue from the 22/10/2021.

How to apply: Please email your CV and a covering letter for the attention of our Theatre Administrator, Dan Phillips dphillips@newtheatrecardiff.co.uk. Tell us why you think you are suited to this role, why it interests you and how we'll benefit from having you on board!

REPORTING

You will report directly to the duty managers.

KEY ACCOUNTABILITIES

- Play a key role in ensuring that the venue is welcoming, offering outstanding service and safety to all customers, visitors and staff across all events and spaces.
- Maximise impulse buy and spend per head opportunities of programmes, food, drink and other merchandise.
- To develop a good working knowledge of the building's facilities and services in order to carry out assigned duties to a high standard.
- To assist in protecting and safeguarding the building and its visitors.

Operations

- To develop a confident knowledge of the allocated emergency exit routes where given and to stay at your allocated position at all times unless instructed otherwise.
- To reconcile and be responsible for all income taken from the sale of programmes, merchandise or goods within your assigned area.
- Setting up rooms for meetings or functions and resetting the building after events.
- To ensure that the highest levels of customer service are offered to all visitors to the venue and every effort is made to exceed their expectations
- Serve all alcohol, beverage and food products in line with set policies and procedures.
- Collect, clean and store appropriately all crockery, cutlery, glassware and other such catering equipment.
- Uphold expected standards of cleanliness within all venue areas in accordance with company policies and procedures.

Health & Safety

- Assist with evacuations
- Keep the front of house areas clean and tidy.
- Report any incidents to the duty manager immediately.
- Ensure all duties are carried out in accordance with departmental and company Health & Safety procedures.
- To read, understand and provide feedback (if required) on risk assessments and safe systems of work relevant to your assigned duties.
- To follow the company's Food Safety Management System where appropriate to the assigned duties.

Recruitment, Training and Development

- Undertake training and development relevant to the successful execution of the job role.

Other Responsibilities

- Dress in accordance with Company uniform policy and wear protective clothing where issued and instructed.
- Attend meetings and training sessions as required.
- At all times, act as an ambassador for the venue and HQT&H.

This Job Description is not an exhaustive description of your duties. You will be required to adopt a flexible approach to your role and responsibilities. From time to time, you may be required to undertake such alternative or additional duties as may be commensurate with your skills, experience and capabilities.

PERSON SPECIFICATION

In order to be considered for this post you will need to evidence and demonstrate:

Experience

- Worked within a customer facing role
- Previous cash handling experience

Skills

- A desire to offer excellent customer service
- An ability to communicate in a polite professional and engaging manner.
- Reliable, with a flexible and pro-active attitude
- Basic numeracy

Knowledge

- A keen interest in the live theatre and the entertainment industry

Attitude

- A strong customer service focus and a genuine desire to deliver an excellent experience, every time.
- A presentable, professional and approachable manner which sets an example for others to follow.

Desirable

- The ability to speak Welsh
- The experience of working in a similar industry, and familiarity using an electronic till system.
- Willing to work flexible hours including evenings, weekends and Bank Holidays.