

Worcester Live  
Swan Theatre, Huntingdon Hall, Worcester Rep and Worcester Festival  
Arts Administrator  
Full Time/Permanent

£15000 (Rising to £15500 on completion of probation)  
(+ Front of House Managing £8.50 per hour)

The Arts Administrator  
Job Spec

You will work as part of our Box Office team.

You will sell tickets to customers both face to face and by telephone.

As part of the Box Office team you will act as a receptionist.  
You will need to fully understand our programme of events and be able to answer questions relating to Worcester Live and its activities from the general public.

You will be required to work some evening Box Office shifts in addition to your normal daytime hours. (Evening Box Office shifts are paid at a rate of £7.50 if they are in addition to your normal hours).

As part of your full time hours you will be required to work on the Saturday Box Office duty rota (currently one Saturday in four).

You will be required to work as part of the operations team. This will include being trained as a Front of House Manager. This includes first aid training which will be provided through the Company. You will be expected to work some evening and weekend shifts. Front of House managing hours are paid at £8.50 per hour in addition to your salary.

You will undertake various administration tasks which support all the departments of Worcester Live including Marketing, Box Office and Operations.

You may be required to undertake registered chaperone training and be added to the Worcestershire County Council register of chaperones. As a registered chaperone you may be expected to supervise children who are performing in Worcester Live productions eg pantomime.

#### Requirements

The successful candidate should have excellent communication and interpersonal skills.

They must be a confident computer user.

They must have basic numeracy skills as cash handling and balancing a till will be required.

They must have an interest in the arts.

They must be able to work both on their own and as part of a team.

Experience in dealing with customers is desirable.

Apply by emailing the completed application form to [lizworcesterlive@live.co.uk](mailto:lizworcesterlive@live.co.uk)

Closing date 30<sup>th</sup> September