



Beacon Arts Centre

Job Description / Casual Pool, Front of House Volunteer

POST	Casual Pool, Front of House Volunteer
HOURS	Variable
SALARY	n/a
REPORTS TO:	Duty Manager and General Manager
DATE:	November 2016
JOB PURPOSE: To provide voluntary support to the Duty Manager and General Manager in the busy day to day activity of the Beacon Arts Centre which is a registered Scottish Charity. Volunteering opportunities at the Beacon have the primary purposes of: <ul style="list-style-type: none">• supporting individuals with on the job experience to assist with progression into the general workplace; and• offer opportunities for those with a bit of time on their hands to make a valuable contribution to one of Inverclyde's local charities	
KEY DUTIES: <ul style="list-style-type: none">• To provide a high level of customer service• To take tickets and lead customers to their seats at theatre shows, concerts and other events• To sell confectionary, ice cream and other merchandising at shows and events• To ensure a well presented venue through pre-show inspections and post show clear ups• To provide an effective fire evacuation function	
OTHER DUTIES: <ul style="list-style-type: none">• engage in all aspects of safe and efficient working practices in line with Health and Safety at Work legislation and the company's health and safety policy	

- carry out any other duties that may be requested by the line manager, designated Bistro supervisors and Duty Managers

TRAINING:

- Full training will be provided and all volunteers will be supported by the Beacon's staff team

Person Specification / Casual Pool, Front of House Volunteer

Criteria	Essential	Desirable	Evidence
Education, Qualifications & Training		Previous work or volunteering experience	Application Certificates
Skills, Knowledge & Competencies		Experience of working with the public	Application Certificates Interview
Other		Good communication skills Team player	Interview

Beacon Arts Centre, Custom House Quay, Greenock, PA15 1HJ
 Greenock Arts Guild Limited trading as the Beacon Arts Centre.
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 Registered Scottish Charity No. SC003030.