

Box Office, Bar and Front of House Assistant

Menier Chocolate Factory – 4 O’Meara Street, London, SE1 1TE

Fixed-term contract until 27 February 2022, with possible extension.

Working between four and seven shifts, depending on availability, across six days (generally Tuesday-Sunday, with some weeks Monday-Saturday) to include regular evening and weekend shifts.

£10.25 per hour

Housed in a 150-year-old Grade II listed former chocolate factory, Menier Chocolate Factory Theatre is a 200-seat flexible space that has been presenting new productions of plays and musicals since 2004. In October 2021 we add The Mixing Room, a 160-seat space located underneath the critically acclaimed Theatre.

To provide customer service to complement our current season of work we are pleased to offer an exciting opportunity for motivated individuals to join the Box Office, Front of House and Bar team. We are looking for lively, enthusiastic individuals to deliver excellent customer service with a welcoming, efficient and professional manner.

Essential:

- Experience of customer service in an arts environment and knowledge of the theatre.
- A mature and professional attitude.
- Strong communication and numeracy skills.
- Willingness to work unsociable hours including weekends.

Ideal:

- Previous Box office, Front of House or Bar experience.
- Knowledge of ticketing systems, in particular AudienceView.
- Initiative and administration and problem-solving skills.

To apply:

Please send your CV and cover letter to jose@menierchocolatefactory.com with the subject “Box Office, Bar and Front of House Assistant”.