



## **Brentwood Theatre Front of House Supervisor (Casual)**

*Be part of a great team and community.*

Brentwood Theatre is a lively studio theatre in the heart of Brentwood with activities and events taking place almost every day. Our front of house area including our Café Bar is at the heart of our community and we'd love you to share your passion with us.

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The post holder will work with the Theatre Manager, Front of House & Operations Supervisor, staff and volunteers to ensure that the theatre is a welcoming and vibrant space for both audiences and artistes alike.

Overseeing our Front of House area when on shift (operating as a Duty Manager) you will lead the team that welcomes audiences into the building, working our Bar and Box Office.

### **Front of House**

- Operate the bar during opening hours when on shift.
- Oversee front of house volunteers - ushers and box office - for performances.
- Cash management, including preparation of tills and cashing up at End of Day.
- Ensure Front of house standard procedures are followed.
- Ensure End of Day Reports are completed and filed appropriately.
- Operate the box office for on-the-day walk in audience members from behind the bar.

### **Duty Manager**

- Ensure the health and safety of audiences.
- Work with the Duty Technician to see in shows.
- Be responsible for locking and unlocking the building.

**Wage:** £10 - 10.50 / hr dependent on experience

**Hours:** Minimum of 4 shifts per month (a typical shift is 5 hours) to normally be between Friday and Sunday. Casual hours to be set and mutually agreed on a monthly basis with the Theatre Manager.

**To apply** please send your CV and a covering letter detailing your suitability for the position to [admin@brentwood-theatre.org](mailto:admin@brentwood-theatre.org)

**Front of House Supervisor Eligibility Criteria:**

Essential

- Excellent customer service
- Self-motivated with good attention to detail
- Excellent organisational and time management skills
- Flexible and creative approach to working
- Ability to multi-task and prioritise
- Strong interpersonal skills
- IT competency
- Problem solving skills
- Ability to work well as part of a team.

Desirable

- Bar work experience
- An interest in theatre and a broad appreciation of all art forms.
- First aid training