



# Box Office Assistant (Casual)

Job Description  
Person Specification

February 2022

**Wycombe Swan** is part of HQ Theatres & Hospitality's (HQT&H) portfolio of eleven regional theatres and live entertainment venues and is part of the Trafalgar Entertainment family. **HQ Theatres & Hospitality** manage 12 venues on behalf of local authorities across the UK; from live music venues and concert halls to large auditoria presenting top West End productions, high profile live music and comedy, ballet, opera and family theatre, HQT&H are recognised for providing industry-leading hospitality and first class customer experiences.

**Wycombe Swan** is located in the heart of the High Wycombe town centre and comprises of three distinct spaces to provide the people of Buckinghamshire with top-quality musicals, drama, comedy, dance, family shows, one night events, and a world-class pantomime. With a capacity of 1,076 seats, the Main auditorium boasts superb acoustics, a large stage and adaptable seating. The historic Old Town Hall offers a smart, distinctive, multi-use space with staging and seating up to 400 and 600 standing. Rounding off the spaces is the ornate Oak Room, providing a glorious and elegant setting for events of up to 120 people. More than just high quality programming seen in the main space, Wycombe Swan regularly hosts conferences, graduations, parties and weddings, with exquisite food provided by the in-house catering team.

The Wycombe Swan and Old Town Hall has always been at the heart of the Wycombe community. We are proud to be a venue that supports local community hires, alongside nurturing the young talent of Bucks through our youth drama activities. Playing our part during the Coronavirus pandemic operating as a vaccination centre for the NHS, we are now looking to grow our team with passionate and talented individuals.

**Employment type:** Casuals

**Salary:** You will only be paid for the hours that you work. The Company will pay you £8.91 per hour (gross).

**Hours:** As required. Working hours will include evenings, weekends and Bank Holidays

**Work location:** You will be based at Wycombe Swan.

**Purpose of the role:** The Casual Box Office Assistants contribute to the achievement of the venues commercial success through the sale of tickets, hospitality packages and associated products for shows and events as well delivering the highest standards of customer service. The post also supports the Marketing department with effective delivery of ticketing services and supporting marketing activity.

**Our ideal candidate:** Our ideal candidate will be confident in dealing with members of the public, have a professional, courteous and 'can do' attitude to work and have a strong passion for delivering excellent customer service.

**Closing date:** Ongoing

**How to apply:** Please submit a CV & covering letter to [admin@wycombeswan.co.uk](mailto:admin@wycombeswan.co.uk) with the subject title 'Box Office (Casual)'. 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 Box Office Manager and Box Office Supervisor.

## KEY ACCOUNTABILITIES

### Strategic

- To assist with the smooth and efficient running of the Box Office, to help maximise sales for the venue.
- Effective contribution to Wycombe Swan's Box Office ticketing service including dealing with customer enquiries and taking bookings for shows and events.
- Responsible for encouraging the increase in Friends Memberships and maintaining levels of renewals.

### Operations

- In liaison with the Box Office Manager, responsibility for the effective use and maintenance of the ticketing database and routine housekeeping of the ticketing system.
- To provide accurate sales reports and figures to promoters and to be able to set up scheduled reports, as required.
- To manage ticket requests from company, charities, promotions and the membership scheme.
- To assist with the distribution of accurate and consistent ticketing reports for internal and external use in appropriate formats.
- To have an understanding of the Data Protection Act and ensure that all staff are adhering to this policy.
- To play a key role in the Fire Evacuation procedure specifically responsible for liaising with the alarm monitoring company in the event of an emergency.

### Health & Safety

- As required by the Buildings and Technical Manager, contribute to the development and management of Health and Safety at Work policies at the venue, in line with HQ Theatres and Hospitality policies; ensuring that all box office staff are fully briefed and (where appropriate) trained in line with Health and Safety policies.
- Ensure all duties are carried out in accordance with departmental and company Health & Safety procedures.

### 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.
- 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. In particular, 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

- Experience of working in a Customer Services environment
- Experience in addressing and managing customer complaints and dissatisfaction.
- Proven ability to respond positively to a pressurised environment and adopt a positive approach to problem solving.

### Skills

- A strong customer service focus and a genuine desire to deliver an excellent experience, every time.
- High level written, numeracy and verbal communication skills.
- An excellent manner when dealing with the public, stakeholders and industry colleagues.
- An ability to be flexible to business needs and work calmly and effectively under pressure.

### Attitude

- A 'can-do' attitude and a positive, flexible approach to the job role, work colleagues and peers.
- A presentable, professional and approachable manner which sets an example for others to follow.
- Demonstrable enthusiasm for live theatre and entertainment, and for the provision of excellent service
- Willing to work flexible hours including evenings, weekends and Bank Holidays.

### Desirable

- Previous experience of working in a theatre or entertainment venue.
- Knowledge of ticketing systems