

## Person Specification

**Job title:** Box Office Assistant

### Work Experience

	Essential/Desirable	Evaluation Method
Experience in dealing with the public/customers, ideally in a customer service type setting.	Essential	Application Form
Experience of working in a theatre box office.	Desirable	Application Form
Ability to communicate with staff at all levels.	Essential	Application Form Interview
The ability to work well under pressure and be flexible.	Essential	Application Form Interview
Experience of setting and working to tight deadlines	Essential	Application Form
Commitment to finding innovative and reliable solutions to the challenges of design and delivery of the Company's work.	Essential	Application Form /Reference/Interview

### Skills/Abilities

	Essential/Desirable	Evaluation Method
The ability to work as part of a team.	Essential	Application form
Good understanding of ICT and computer literacy.	Essential	Application form
Good communication skills – both written and verbal.	Essential	Application form/ Interview
Ability to work unsupervised.	Essential	Application form/ Interview

	Essential/Desirable	Evaluation Method
A practical knowledge of Health and Safety regulations.	Desirable	Application form
To handle cash and carry out banking procedures.	Essential	Application form/Interview

### Education and Training

	Essential/Desirable	Evaluation Method
Educated to GCSE level or equivalent.	Essential	Application form/Interview
Must be competent in using Microsoft Office applications and web browsers.	Essential	Application form/Interview
Full UK Drivers License.	Desirable	Application Form
Formal arts or theatre qualification.	Desirable	Application Form

### Other Requirements

	Essential/Desirable	Evaluation Method
Commitment to achieving high standards with the resources available.	Essential	Interview
Commitment to equality of opportunity and staff development.	Essential	Interview/Application form
Clean smart appearance.	Essential	Interview
Flexible approach to working, including the ability to work unsocial hours.	Essential	Interview
Ability to plan and prioritise work effectively.	Essential	Interview/Application form