



# CONGRESS THEATRE Co.

50 Gwent Square, Cwmbran, Torfaen. NP44 1PL  
Registered Charity Number 1019104 ~ VAT Number 615982516  
Box Office - 01633 868239 ~ E-mail [info@congresstheatre.net](mailto:info@congresstheatre.net)

## Job Advert

Please send a CV to the Theatre by Friday 22<sup>nd</sup> June

### Position Details

Position Title: Front of House Supervisor

Responsible To: Theatre Manager

Responsible For: Evening Supervision  
Volunteers

32 Hours per week  
Salary £14,000-£18,000

Date Issued: May 2018

### Job Purpose

To manage and supervise the Theatre during an Evening and/or at weekends

To assist the Theatre Manager in ensuring the safety of the general public whilst they are in the Theatre.

Manage and organise the volunteers

### Principal Accountabilities and Responsibilities

To ensure the safety of the general public / hirers / volunteers whilst you are in charge of the Theatre.

To make sure that the hirers of the Theatre have everything they need and adhere to the Theatre guidelines.

Manage and organise the volunteers, including rotas, training and recruitment.

Be responsible for ordering all bar and confectionary supplies and Stock Control

Ensure the Theatre is in a safe and welcoming state ready for the public to attend a performance.

Box Office duties

To undertake other duties that may be reasonably requested by the Theatre manager

### **Resources/Equipment/Material**

As one of the key holders of the building you will be responsible for the safe opening and closing of the Theatre when required.

### **Supervision/Management of People**

Supervises users of the Theatre, hirers and volunteers.

### **Knowledge, Skills, Training and Experience**

Good organisational skills

Excellent customer care and interpersonal skills.

Ability to work as part of a team and on own initiative.

Good Administrative and IT Skills (including social media)

Ability to cope with the varying demands of the role.

The wiliness to take on training to be a first aider / personal licence holder

### **Special Working Conditions**

The post requires working evenings, weekends and bank holidays according to rota arrangements.

### **General**

- To observe confidentiality in all aspects of work.
- To demonstrate a willingness to undertake training development and learning opportunities to improve skills.
- Comply with and support others to observe Health and Safety Act 1974 procedures and processes and to include associated regulations and legislation
- To accept that this job description may be periodically subject to review.
- To undertake any other duties and/or times of work as may be reasonably required of you, commensurate with your grade or general level of responsibility within the organisation, at your place of work or based in any other establishment.