

JOB DESCRIPTION	
Job Title	Theatre Assistant
Reporting to	General Manager/ HR Co-ordinator
Department	All
Contract Type	Work Experience
PRINCIPAL PURPOSE OF THE ROLE	
<p>To spend time in all relevant departments to give a full picture of the roles and varied duties it takes to deliver the diverse programme we offer.</p> <p>Time will be spent in Programming, Marketing, Stage Door, Finance, Ticket Sales, HR, Technical and Customer Service/Front of House.</p> <p>The assistant will have the opportunity to assist with general duties under supervision of the management team to gain an understanding of the daily running of a theatre.</p>	
Health & Safety	
Adhere to health and safety legislation and Poole Arts Trust's policies and procedures.	
Representation	
Maintain a pleasant and helpful manner towards the public, performers and staff.	

Person Specification	
EXPERIENCE AND KNOWLEDGE	
<ul style="list-style-type: none"> Working towards a good general level of formal education (including English and Maths GCSE or equivalent). 	Essential
<ul style="list-style-type: none"> Knowledge and passion for the arts. 	Desirable
COMPETENCES AND SKILLS	
<ul style="list-style-type: none"> Good communication and interpersonal skills. Ability to work unsupervised once shown a task. A good team player. 	
PERSONAL CHARACTERISTICS	
<ul style="list-style-type: none"> Must enjoy working with people and be customer focused. Energetic, enthusiastic, reliable and approachable. 	

Any other duties as may be reasonably required.