



## Vacancy Summary

<b>Job Title:</b>	<b>Casual Evening Box Office Assistant</b>
<b>Hourly Rate:</b>	<b>£8.91 per hour</b>
<b>Location:</b>	<b>West End Centre, Aldershot</b>
<b>Hours:</b>	<b>Ad hoc</b>
<b>Type of Contract:</b>	<b>Casual</b>

## Is excellent customer service your passion?

The West End Centre is an iconic, vibrant venue that has been at the creative heart of Aldershot for more than 45 years. A converted Victorian school, its stage has seen performances by Primal Scream, Blur, Trevor Noah and many more, and it continues to host world-class music, comedy and contemporary theatre as well as supporting local and upcoming talent.

As Casual Evening Box Office Assistant you'll join a friendly, welcoming team of highly professional staff and committed volunteers at the West End Centre in Aldershot. This is a position with a casual work contract, hours as required.

This role is a casual position, and we are looking for people who would be available to work on an occasional basis, to cover for staff holidays, absences and during busy periods of time.

### A bit about you

You'll understand the value of exceptional customer service! You'll bring experience of working in team and within a customer service environment in busy environments, with a strong focus on best practice. You will have an organised approach and experience of working with Microsoft Office Applications. Our culture is caring and collaborative so your ability to build relationships with team members, volunteers and the general public will be critical.

### What it's like to work for us

At Hampshire Cultural Trust we have a vision to create inspirational culture experiences that enrich and transform lives. We manage and support 23 attractions across Hampshire and deliver county-wide outreach programmes that bring great culture to local communities. We also deliver a diverse range of wider social impact initiatives targeted at those who are most vulnerable or disadvantaged and who would not usually have access to arts and culture.

We are committed to promoting equality and diversity and a culture that actively values difference. We recognise people from different backgrounds and experiences bring valuable insights to the



workplace and enhance the way we perform and work. Our levels of employee engagement are high and our organisational culture positive.

To apply please forward a copy of your CV together with a cover letter explaining why you would excel in this role to [recruitment@hampshireculturaltrust.org.uk](mailto:recruitment@hampshireculturaltrust.org.uk). Please note applications without a cover letter may not be considered.

Closing date for applications: 31 January 2022

Interview date: From w/c 20 December 2021

To find out more about us visit our website [www.hampshireculture.org.uk](http://www.hampshireculture.org.uk)