

## Vacancy Summary

<b>Job Title:</b>	<b>Casual Duty Manager</b>
<b>Salary:</b>	<b>£9.24 per hour</b>
<b>Location:</b>	<b>Forest Arts Centre, New Milton</b>
<b>Hours:</b>	<b>Ad hoc</b>
<b>Type of Contract:</b>	<b>Casual worker</b>

### ***Do you want to support live events at your local Arts Centre?***

Forest Arts Centre is looking for a customer focussed Duty Manager to join the Casual team and help support the centre's delivery of live events, activities and workshops.

Forest Arts Centre caters for the whole community offering a wide range of music, comedy and theatre performances, workshops and classes. You'll act as the main point of contact on site liaising with performers, technicians, tutors and visitors to ensure that these events and activities run smoothly. Supervising a friendly team of staff and volunteers you'll help to provide an excellent customer experience for all our visitors whilst ensuring that all venue operations comply with relevant health and safety and licensing regulation.

### *A bit about you*

You'll be a people person who understands and values great customer care. Your great communication skills will allow you to effectively communicate with people from all walks of life. Your previous experience in front of house, bar or event management, will allow you to successfully motivate staff and foster a great team spirit, allowing them to step up a gear during busier periods and thrive.

This post is offered on casual basis, and you will be offered shift work along with business needs. Hours will be ad hoc and sporadic. There is no obligation for us to offer work and similarly you need not accept the hours on offer.

Finally as this post involves the selling of alcohol you will need to be over 18 to apply.

### 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).

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