



Vacancy Summary

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| Job Title: | Operations Coordinator |
| Salary: | £23,308 per annum |
| Location: | Ashcroft Arts Centre, Fareham |
| Hours: | 37 per week |
| Type of Contract: | 12 month fixed term contract (maternity cover) |

Are you passionate about customer service in a live music/arts centre?

We are looking for an enthusiastic and friendly Operations Coordinator to provide maternity cover at our vibrant arts centre in Fareham.

Ashcroft Arts Centre is a vibrant venue catering for the whole community, offering a wide range of music, comedy and theatre performances and loads of classes too.

You will enjoy working with the public, have good problem solving skills and be an approachable character.

The role involves working both day time and evenings, with weekend work also required depending upon the events and functions in the centre.

Experience is preferred, but training will be provided.

Due to licensing regulations, you must be over 18 to apply.

If you are looking for an opportunity to join a dynamic organisation and promote the world-class culture and heritage that Hampshire has to offer, visit our website to find out more and how to apply, www.hampshireculture.org.uk/about-us/work-for-us.

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.

The benefits of working for us

- 25 days annual leave (pro-rated for part time working)
- Pension
- Life Assurance
- Cycle to Work Scheme
- Health Cash Plan
- Employee Support Programme
- Opportunities to learn, develop and progress
- Team Card - Free access in our fee paying venues and discounts across café and retail.

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. Please note applications without a cover may not be considered.

Closing date for applications: 1 August 2021

Interview date: TBC