

The ***St Martins Theatre*** is looking for enthusiastic, motivated, and charismatic individuals to join our Front of House Team for the longest running play in the world and home of ***The Mousetrap***.

JOB DESCRIPTION:

Front of House Assistants play a key role in our theatre operations and captivating our patrons who visit the theatre by ensuring the best possible customer experience. This can be achieved by being approachable as you may be the first person our patrons will encounter during their visit!

DUTIES AND RESPONSIBILITIES:

- Delivering exceptional customer experience in all areas of role.
- Checking tickets and selling programmes, ice creams, and merchandise in a fast pace environment.
- Liaises with Supervisor to record sales, accurate stock and income as required.
- Works in all areas of Front of House.
- Sitting inside the auditorium during the show.
- Engages with and participates in sales initiatives.
- Takes an integral role in any necessary evacuation of the theatre.
- Maintains high levels of cleanliness of their work and equipment as detailed in weekly cleaning schedule and shared area.
- Assists with the setting up of equipment and stock for pre-show, incoming or post-show.
- Wears and maintains their uniform and informs Theatre Management of any damage or loss.
- Reports any maintenance or equipment defects to the Supervisor or Duty Manager.
- Complying with ASP and MPL policies.
- Assists with other duties as are reasonably requested by the Theatre Management.

JOB TYPE: Full-time and Part-time roles available

SCHEDULE AND SALARY:

Applicants will ideally be available to work 36 hours across all nine shows which involves afternoon and evening work. The salary is £36.95 per show, payable weekly, with the potential for additional hours mid-week for various additional jobs.

- 9 shows per week, Tuesday to Sunday until 22nd May.
- 9 shows per week, **new schedule** commencing from 23rd May, Monday – Saturday.

COVID-19 considerations:

Safety precautions are constantly being updated at the theatre to ensure staff safety. All staff currently required to carry out regular testing & wear face coverings at work (unless they are exempt or their duties prevent them from doing so).