

JOB VACANCY



CULTURE COVENTRY TRUST

Job Title

Part Time Box Office Assistant

Description

About the role

Culture Coventry are looking for a Box Office Assistant to join the Visitor Services team at Coventry Transport Museum, to help deliver an exceptional customer experience to our visitors, helping them gain a full appreciation and enjoyment of our collections and Coventry's rich history.

As a Box Office Assistant you will be the first point of contact for the public at Coventry Transport Museum and also via phone and email, and will provide a high level of customer service, along with providing administrative support.

We are looking for candidates who:

Have a good understanding of the importance of customer service with experience within a customer service setting. Strong communication skills – with a confident and friendly manner and able to adapt the communication style when needed. Candidates should be comfortable with interacting with visitors, promoting retail promotions and maximising opportunities for donations to the museum and have a positive and flexible 'can do' attitude.

Reference Number:

BOA CTM

Closing Date:

23rd November 2021

Department:

Operations/Front of House

Hours:

13 Hours (Fri and Sat)

Rate of Pay:

NLW/NMW

People from Black, Asian and Ethnically Diverse backgrounds, disabled, deaf and neurodivergent people are under-represented in our workforce, so we particularly encourage applications from candidates in these groups.

Benefits

- Great development opportunities
- FREE entry to venues
- FREE health and fitness membership*
- FREE health and fitness membership for a family member or friend*
- FREE uniform for applicable roles
- FREE training for applicable roles
- DISCOUNTS on Centre activities*

(*not applicable to casual workers)

Find out more:

For the latest job vacancies and application details visit www.cvlife.co.uk

If you have any enquiries, please contact our Human Resources Team by emailing vacancies@culturecoventry.com

Pride

Passion

Performance

Centre AT7 - Coventry Archives - Coventry Transport Museum - Herbert Art Gallery & Museum - Lunt Roman Fort - Mana Spa - Moat House Leisure & Neighbourhood Centre - The Alan Higgs Centre - The Wave - Xcel Leisure Centre

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