

Job Title:	Box Office Volunteer	Travel Required:	NA
Location:	Norwich Arts Centre	Position Type:	4.5 hrs per week minimum
Current Salary:	NA	Start Date:	<a href="#">Click here to enter a date.</a>
HR Contact:	Bradley Glasspoole	Posting Expires:	Permanent
Training:	Training is available	Responsible to:	FOH Manager

#### Job Description

Be part of the award-winning team and contribute to the effective working practice of NAC front of house operations.

#### Duties

1. Selling tickets through the NAC's operating system with efficiency whilst maintaining a high level of customer care.
2. Ensuring all front of house areas are presentable and functional.
3. Ensuring all marketing materials are relevant and up to date.
4. Cash handling and cashing up.
5. Any other duties or tasks commensurate with the post and its level of responsibility, which may become necessary.

#### Essential Skills

- Good interpersonal, communication and team skills.
- Excellent customer service & I.T skills.

#### Preferred Skills

- Experience of a ticketing database system.
- Interest in the arts sector.

#### Benefits

- Volunteers receive access to the NAC guestlist and complimentary drinks vouchers.
- Opportunities for further training.