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

**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.