



Box Office Assistant

Casual Hours

ABOUT ST GEORGE'S BRISTOL

St George's Bristol is one of the UK's leading concert halls, in a typical year welcoming around 120,000 visitors to the building and dozens of artists in a range of music genres and spoken word. We aim to create a diverse and sustainable programme of the world's finest musicians and thinkers, and to provide a vital platform for local non-professional creators, as well as supporting the work of practitioners in grassroots, voluntary and learning contexts. We are also a registered charity, and our Learning and Participation programme engages with many children and young people each year through innovative creative projects and partnerships.

To find out more about the work of St George's, [click here](#).

To find out more about the team at St George's, [click here](#).

JOB OUTLINE

We're looking for enthusiastic, music-loving, and friendly Box Office Assistants to join our growing Box Office team to support our programme of events on a casual basis.

You will be the friendly face of St George's welcoming visitors to our building, an excellent salesperson as well as a helpful contact point for customers looking for information or tickets.

The Box Office team is a core part of the *St George's Welcome*, aiming to give our customers the very best experience when they are with us. The team is also crucial for growing our ticket sales and membership, and as such, in addition to your excellent customer service skills, you'll have an entrepreneurial eye for upselling.

If you're a warm, friendly person, with a passion for music and events, with customer service and/or ticketing experience, ideally in a cultural setting, we're keen to hear from you.

These roles are casual positions, with shifts typically on evenings and weekends, with some weekday availability necessary.

INCLUSION POLICY

We are keen to ensure that our team is diverse and benefits from a wide range of backgrounds, perspectives and styles of thinking and working. We welcome applications from people who are currently underrepresented in the arts sector. We commit to interview every candidate who has the required essential skills and attributes and who identifies as disabled and/or being from a Global Majority heritage. If you identify in this way and would like to attend an interview, we would be grateful if you could make this clear in your covering letter.

ROLE OUTLINE

- Customer service:
 - Welcoming all visitors when they walk into Box Office.
 - Assisting customers with access to information about events and tickets.
 - Taking bookings and enquiries (telephone and face-to-face) using Spektrix, our ticketing system.
 - Managing ticket collections, refunds, waiting lists and car park bookings.
 - Managing car park rota system for blue badge-holding customers.
 - Managing the Box Office enquiries inbox and responding to customer queries via email and telephone.
- Sales:
 - Selling tickets both during our Box Office opening hours and during events.
 - Upselling offers and deals on tickets (and any merchandise).
 - Identifying and fulfilling opportunities to sell memberships or additional tickets, and to encourage charitable donations.
 - Cash-handling.
- Information:
 - Ensuring familiarity with the concert programme, food and drink offer, and other things going on at St George's.
 - Data entry, customer list management and maintaining listings on Spektrix.
- Point of Sale:
 - Ensuring the Box Office is kept tidy and welcoming.
 - Identifying out of date leaflets and recycling them.
 - Managing the poster displays at the direction of the Marketing Department.
- Other duties:
 - Fulfilling other tasks as directed by the Box Office Coordinator, or Head of Marketing & Communications.
 - Support the Box Office team when unexpected changes happen (dropped shifts or shift swap requests) through regular communication with the team (using WhatsApp).

PERSON SPECIFICATION

Essential	
Experience	Customer service and/or sales experience
	Data entry experience
Skills and abilities	Excellent written and verbal communication skills
	Computer literate and confident – Microsoft 365
	Basic understanding of databases
	Basic understanding of POS systems and/or ticketing
	Methodical and accurate, with good problem-solving and time management skills
Personal qualities	Friendly and welcoming; ability to work with a wide range of people
	Passionate about music and the arts
	Willing to be flexible in working hours
	Professional and proactive approach, with great attention to detail
	Team player

Desirable	
Experience	Previous experience in a ticketing or Box Office role
	Previous music/arts industry experience
Knowledge	Knowledge of Spektrix, St George's Bristol's ticketing system and audience database
	Knowledge of other ticketing systems and/or POS systems

TERMS & CONDITIONS OF SERVICE

Salary	£12.71 per hour (Casual hours)
Holidays	Accrued based on hours worked up to 33 days per year, pro rata, (including all 8 statutory Bank Holidays).
Working Pattern	Shifts are allocated on a monthly basis depending on our event schedule. Mostly evening shifts available, and some daytimes during regular opening hours (Wednesday-Friday, 11am-3pm) and during daytime events.
Pension	St George's Bristol operates a Group Pension Plan which complies with current legislation.
Benefits	Staff ticket scheme for complimentary and discounted tickets for events; staff catering discount in St George's café/bar.

APPLICATION

Please email a max two-page CV and a covering letter stating why you think you are suited to this role to recruitment@stgeorgesbristol.co.uk

Please also complete our anonymous Equal Opportunities monitoring form online [here](#).

Closing date: we regularly recruit to our casual pool, and advertise and interview on a rolling basis until our pool is full. During this process, we will review applications and hold informal interviews.