

## **BOX OFFICE**

### **GENERAL DUTIES/RESPONSIBILITIES**

- To wear (mainly) black and look clean and presentable.
- To be present at the Staff Briefing (time to be advised) to understand the nature of the event and any event-specific requirements.
- To assist with the clearing up process at the end of the performance (approx.1 hour) – unless otherwise agreed with management in advance.
- No smoking, eating, chewing gum or using phone whilst on duty.
- NO swearing whilst in the Church.
- To be friendly, helpful and act as a good representative of Revelation at all times.

### **JOB SPECIFIC DUTIES/RESPONSIBILITIES**

- To greet audience and check tickets off list/input on tablet.
- To inform new audience members of location of toilets, bar and venue.
- To sell tickets for future events on tablet (training will be given).
- Basic computer skills are required for this post.

Training will be provided as and when necessary to volunteers.

Duties may vary due to the nature of the event but this will always be discussed in advance with the volunteer.

Please also see our Volunteer Policy.