



Job Description

Job Title: Events and Box Office Manager

Responsible to: Facilities Bursar

Job Summary: To administer and coordinate events, functions and sports bookings at the College. To manage the Box Office for all College and some outside events in the Birley Centre and other theatre spaces at the College. To assist in the administration and coordination of other commercial activities, including Easter and Summer Lets programmes and the College's own branded initiatives, such as the 'Spark' programme of holiday day and residential camps.

Duties and Responsibilities:

- To be the focal point for initial enquiries and coordination of external functions and events taking place at the College, including arranging support provided and the maintenance of standards.
- Taking bookings and dealing with enquiries for all external bookings of sports facilities. Liaising with the Sports Director and Head of PE over the use of facilities during term time. Confirming bookings and producing invoices.
- Maintaining and developing information on College accommodation and facilities for marketing to external clients.
- Arranging for publicity of events taking place in the theatre/studio and promoting them both externally and internally in conjunction with the sponsor of the event.
- Taking bookings and dealing with box office enquiries from the general public for productions. Allocating and issuing tickets, liaising with visiting production companies and organising the production of brochures and programmes.
- Welcoming, registering and assisting visitors and guests to theatre productions, events and conferences as required.
- Liaising with conference, event and summer programme organisers on requirements. Liaising with internal departments. Preparing materials for visitors (e.g. accommodation forms and information sheets).
- Ensure events and activities comply with the school's safeguarding policy and access to visitors policy. This generally means ensuring Venue Supervisors have been arranged to work at events where members of the public may interact with pupils.
- Provide management, administrative and operational support to College brand initiatives. Liaise with and support the work of the Spark Director.
- Supply the Bursary and other departments with management information and data to assist them with measuring financial performance, community engagement and, for own brand initiatives, to assist with pupil recruitment.
- Deputising for the Facilities Bursar in his absence.

- The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times.
- If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Headmaster and relevant agencies.
- Other duties, within the scope of this position that may be required from time to time.

Person Specification:

- Good organisational and administrative skills, preferably achieved in a customer care environment.
- The ability to write clear and concise English without recourse to jargon or acronyms.
- Familiarity with IT software such as Microsoft Word, Excel, Access, Box Office and the internet, although training can be provided.
- Smart and presentable with a calm, confident, friendly outlook.
- Willingness to adopt a 'hands on approach' as required.
- Flexibility with hours, including occasional evening work.
- Car owner / driver preferred.

Terms and Conditions

Salary: Competitive

Hours of Work: The position is a job share arrangement and will be for a fixed term period until 30 September 2020, at which point the role will be reviewed.

The new appointee will work the following days: Wednesday afternoons (to include a handover with their job share colleague) and all day Thursday and Friday.

The hours will be 18.75 per week.

Normal working hours are 9.00am to 5.00pm with 30 minutes for lunch.

However, occasional evening and weekend work will be necessary to cover box office and event management requirements for which time off in lieu shall be taken. Evening work will primarily be for Theatre productions, arising up to 30 times per year. Both job-share post-holders will be expected to agree to a sharing of the occasional evening and weekend event responsibilities.

Holiday: A total of five weeks per annum, plus Bank holidays pro rata. Due to the Lettings periods at Easter, July and August, holidays may only exceptionally be taken during these times by prior agreement with the Facilities Bursar

Pension Scheme: After three months' service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on your level of earnings, however you may also choose to opt in to the pension scheme. The College will contribute 5% of your gross salary and you must contribute 3% also. You may choose to opt out of the pension scheme.

Life Assurance: After 2 year's employment.

Other Benefits: Free meals during normal working hours.
Free use of College facilities.

Safeguarding Statement and Equal Opportunities

Eastbourne College Charity is an equal opportunities employer and is committed to the safeguarding of children. In addition to normal pre-employment checks, this appointment will be subject to an enhanced DBS check and a safeguarding interview.

Application Process

- Candidates should apply to Eastbourne College Incorporated, HR Department for an application pack by email to hr@eastbourne-college.co.uk or phone 01323 452239
- Candidates should complete all sections of the application form and return it to the HR Department, Marlborough House, Old Wish Road, Eastbourne, East Sussex, BN21 4JY by noon on Wednesday 19 June 2019. They may also attach a full copy of their Curriculum Vitae.
- Candidates will be required to provide the names and contact details of two referees, one of whom should be a current employer. Candidates should make it clear if they would prefer their referees not to be contacted before the interview stage.

Updated: June 2019