CUSTOMER SALES ASSISTANT

Hours: part time, casual
Job Reference: CY10/022
Location: The Courtyard Centre for the Arts, Edgar Street, Hereford, HR4 9JR
Salary: £NMW / £NLW
Closing Date: 12 noon on Friday, 22 November 2019
Interviews: tbc

Do you love meeting members of the public and can you sell proactively? We are seeking a hard-working and enthusiastic Customer Sales Assistant to join The Courtyard's busy and friendly Box Office team. The successful candidate must have experience of working in sales, retail or marketing/promotion, possess excellent customer service skills and be confident using database systems. This is an excellent opportunity to assist in the implementation of a range of sales strategies to increase attendance and to develop new audiences. The Customer Sakes Assistant will support the Customer Sales Manager and Head of Marketing & Sales in all box office and direct sales aspects of The Courtyard as the primary performance arts provider in Herefordshire.

The Courtyard's box office is open Mondays to Saturdays 10am to 8pm and for an hour before any Sunday shows. Post holders will be required to cover a variety of shifts with evenings, weekends and bank holidays forming part of their normal hours of work.

If you wish to apply you will need to complete and return the application form, either by post or email, to mel.langford@courtyard.org.uk. Please note, we do not use CVs for short listing purposes.