RELIEF HOUSE MANAGER casual
Job Reference: CY15/011
Contract: casual, as-and-when required
Hours: average two 8-hour shifts per week, evenings and weekends
Start Date: 18 October 2021
Location: The Courtyard Centre for the Arts, Edgar Street, Hereford, HR4 9JR
Rate: £9.31 per hour + £1.12 p/h holiday pay
Closing Date: Monday 11 October 2021 at 10.00am
Interviews: Tuesday 12 and Wednesday 13 October 2021

The Courtyard is Herefordshire's thriving centre for the arts welcoming over 200,000 visitors through its doors every year and we pride ourselves on the warmth our welcome. The Relief House Manager acts as duty manager, ensuring the delivery of excellent customer service and standards of venue presentation, as well as responsibility for the security of the building and the welfare of customers and staff.

We are looking for someone with strong organisational and administrative skills together with a practical 'can do' approach. Our ideal candidate is someone who loves meeting members of the public, is an excellent problem solver and who can keep calm and carry on during hectic shifts.

We need someone who can work one or two 8-hour shifts per week, generally evenings and weekends, and who could work other shifts when required, such as to cover holidays.

An application pack, including a full job description, can be downloaded from The Courtyard's website https://courtyard.org.uk/job-vacancies/. Alternatively please contact Mel Langford on 01432 346507 or mel.langford@courtyard.org.uk. If you wish to apply you will need to complete and return the application form by the closing date – we do not short list from CVs.