



NOVELLO THEATRE

Stage Door Keeper

Contracted 24 hours per week

(Monday, Tuesday & Wednesday – 08:30am - 4:00pm)

We are looking for a highly attentive and reliable individual to fill the above position. The successful candidate will have a keen eye for detail and alertness to ensure that the security of the building is constantly maintained. Being a part of the venue's Fire Team, they will also remain calm under pressure and have excellent communication skills.

Key Responsibilities

- ★ Providing excellent levels of customer service to all who enter the building.
- ★ Operating the switchboard and voicemail system, taking accurate messages where appropriate and communicating these with the relevant departments.
- ★ Ensuring the correct distribution and collection of all relevant keys.
- ★ Adhering to all Health and Safety Procedures to minimise the risk of injury and accidents.
- ★ Complying with all Company Security Procedures to protect the safety of yourself, your colleagues and the building.
- ★ Monitoring the Fire Panel, initiating emergency evacuation procedures and liaising with emergency services.
- ★ Attending training courses as required, assisting in furthering professional-development.

If you are interested in this position, please email Ingrid Turner
to receive a Job Description and Application Form
ingrid.turner@delfontmackintosh.co.uk

Closing date to submit completed applications forms:
Friday 23rd February