# June 2025

# CASUAL DUTY MANAGER JOB DESCRIPTION

The Duty Managers at Greenwich Theatre work closely with the Front of House manager, the Bar and Events manager as well as the rest of the Front of House team to ensure that all performances and events at Greenwich Theatre run efficiently and effectively.

### MAIN RESPONSIBILITIES

1. To act as the licensees’ nominated representative and ensure that all aspects of the theatre’s licenses are adhered to during public performances and events.
2. To take responsibility for all aspects of the safety of members of the public while on the theatre premises.
3. To ensure that all front of house staff are properly briefed and supervised for all events.
4. To supervise front of house activities to ensure the smooth running of all events.
5. To ensure that every theatre visitor enjoys a high quality experience.
6. Daily banking, cashing up, and producing daily financial sales reports.
7. To assist the Front of House manager with occasional general admin duties.

**PERSON SPECIFICATION**

*Essential:*

1. Must be 18 or older at the time of application and must have the right to work in the UK.
2. Experience of staff supervision.
3. Experience of working on a bar.
4. Reliable and well organised.
5. Excellent communication skills.
6. Able to work well under pressure.
7. Willing to work unsociable hours.
8. Able to work well without supervision.
9. Ability to act quickly and efficiently to solve operational problems.

*Desirable:*

1. Previous experience of working within a Front of House team in an arts environment.
2. Previous experience of event management in an arts environment.
3. An understanding of the health and safety responsibilities of a Duty Manager.
4. Previous experience being responsible for the locking/unlocking of a building.
5. Previous experience managing volunteers and casual staff.

### HOURS

This is a zero-hour contract and unsociable working hours may be required. You will be expected to provide regular weekend and evening availability. Please note that this role does not follow a regular shift pattern. There will be periods of increased activity and demand, during which more shifts may be available, as well as quieter periods with fewer opportunities.

### RATE OF PAY

£14.50 per hour (paid weekly in arrears). An additional payment is made for Sunday working.

### APPLICATION

Please send a CV alongside a 1 page Cover Letter or a 3 minute video file to [Fohteam@greenwichtheatre.org.uk](mailto:Fohteam@greenwichtheatre.org.uk) by Thursday 10th July by 11:59pm.

Interviews will be week commencing 14th July and start date week commencing 21st July.