

# DANCEEAST

FRONT OF HOUSE ASSISTANT

JOB PACK

MAY 2017



**MOVE | BE MOVED**

**JERWOOD  
DANCEHOUSE  
IPSWICH**

FIND OUT MORE  
**01473 295230**  
**DANCEEAST.CO.UK**

DanceEast is the curator of the Jerwood DanceHouse, the home of dance in the East of England. Championing excellence in both its artistic programme and service delivery, DanceEast has created a package of activities that are simultaneously artist-centred and audience friendly.

DanceEast presents a diverse programme of performances that includes national and international dance artists and companies, emerging artists and young people. A range of support is provided for artists at all stages of their career, including an Associate Artists scheme and a Choreographic Development Fund. Initiatives such as MOKO Dance work in partnership with other national venues to develop the breadth and appeal of dance for young people and families. DanceEast is also a partner in the National Dance Network and the European DanceHouse Network, both of which work to increase opportunities for artists and audiences.

DanceEast runs approximately 50 classes each week in various dance styles for fun, fitness and professional development. DanceEast is also home to one of ten Centres for Advanced Training in Dance supported by the Department for Education to enable young people with exceptional potential in dance to work towards becoming a professional dancer.

DanceEast maintains its commitment to rural communities across East Anglia, running programmes and projects in schools, health and community settings in and beyond Ipswich. Community performance groups and regular performance opportunities promote training, creative and performing opportunities for young people across the county.

DanceEast works in education and community outreach involving people of all ages and abilities and takes dance to urban and rural communities. In 2015/16 there were over 47,000 attendances in participatory activities throughout Suffolk and the East of England.

DanceEast supports innovation and the development of new dance work by artists, whether it is training, creation or performance. For 2015/16 Associate Artists include: Alexander Whitley; Rosemary Lee; Anna Williams and UNIT (Tom Hobden & Kate Flurrie).

DanceEast is a registered charity and company limited by guarantee and is grateful for the support of Arts Council England, Suffolk County Council and Ipswich Borough Council, a range of trusts and foundations and the many individuals who all contribute to the vibrancy of DanceEast's extensive programme of excellent dance experiences.

In 2015/16 DanceEast had an annual turnover of over £1,800,000. The Jerwood DanceHouse comprises 4 dance studios, a studio theatre, offices and meeting rooms and café. DanceEast has a staff team of 45 full-time and part-time staff, including a number of core tutors.

Further information about DanceEast can be found at: [www.danceeast.co.uk](http://www.danceeast.co.uk)

## **Introduction**

DanceEast is one of the UK's leading dance organisations with an outstanding international reputation. It provides opportunities for everyone to engage with great dance and presents a programme of work that champions excellence, engages the public and inspires artists.

The Front of House team plays a crucial role in promoting DanceEast and its year-round programme of activities, developing audiences and supporting the fundraising aims of the organisation.

## **Purpose of Post**

The main objective of the post is to be a friendly welcoming face, promote the work of DanceEast, maximise sales and participation, support income generation and maintain the highest levels of Customer Care.

## **Key Relationships**

The post holder reports directly to and is managed on a day to day basis by the Customer Services Manager. The post holder will liaise closely with all staff, particularly the Communications & Development, and Creative Teams.

## **Key Tasks & Responsibilities**

Being the first point of contact in the building for enquiries and visitors; selling tickets over the counter and on the telephone for a busy class, course, performance and events programme; operating the telephone switchboard; responding to DanceEast's public enquiries email line; utilising Spektrix ticketing system, supporting communications and development campaigns, and assisting with general administration. The post holder will occasionally perform Duty Management responsibilities as required including opening and closing the DanceHouse; as well as acting as Fire Warden and appointed First Aider.

## **Customer Care**

- Maintaining the Jerwood DanceHouse reception as a friendly, accessible and welcoming environment for everyone
- Being the first point of contact to the building for all visitors, staff, volunteers and service users
- Ensuring the best levels of customer care at all times
- Dealing courteously and efficiently with visitor, email and phone enquiries and bookings, whilst continuously maintaining outstanding and friendly customer service
- Checking print and promotional displays are kept up to date
- Dealing with customer comments and complaints in an appropriate manner and forwarding to relevant staff as required

### **Sales & Promotion**

- Maximising ticket sales and actively promoting DanceEast, the Jerwood DanceHouse and all its activities, cross-selling, up-selling and encouraging customer donations
- Processing the sale of tickets, and payments for classes, courses, performances, workshops and all other events
- Responding to customer enquiries in a friendly and knowledgeable manner
- Providing an efficient and productive booking system for the public, including counter, phone and online sales
- Having a good understanding about DanceEast, its ambitions and plans, and all forthcoming events

### **Box Office procedures and systems**

- Cash handling, including cheques and debit/credit card payments; including daily reconciliation of takings
- Collating, updating and accurately recording customer details in Spektrix
- Logging and responding to customer feedback
- Complying with The Data Protection Act and DanceEast policies
- Answering the switchboard telephone; handling enquiries, transferring calls, taking messages and responding to voicemail messages as required
- Opening and closing, in a timely manner, the Box Office and foyer areas

### **General**

- To be a friendly and welcoming customer facing representative for DanceEast
- To gather customer data on Spektrix and ensure completion of registers, informed consent and media release forms
- To ensure that registers are ready and available for tutors at the start of their session
- To ensure that tutors and assistants complete a record of attendance or time sheet for classes taught
- Maintain a clean and tidy box office and reception area at all times
- To observe the highest standards of customer care and to work within DanceEast's Equal Opportunities Policy

### **Other Activities**

- Working with the Communications & Development team on initiatives and promotions
- Working with the Creative Team and other departments to ensure all use of space, including hires, run efficiently
- Attending meetings, events, performances and training as required
- To observe basic health and safety regulations, to know the location of the first aid box and accident/incident report logs, to be aware of the assembly points and emergency and evacuation protocol in case of fire or fire drill.

## **Person Specification**

### **Attributes**

- Commitment to delivering excellent standards of customer care
- Keen interest in dance & the arts
- Excellent communication and interpersonal skills at all levels
- A calm, efficient, friendly and approachable manner
- Reliable, responsible and conscientious
- An outgoing and positive personality
- A self-starter and motivated team player, who is confident working both as part of a team, but is also able to work alone and use their own initiative
- Ability to prioritise and multi-task effectively

### **Qualifications and Experience**

#### Essential:

- Strong IT skills including Microsoft Office programmes, email, web and social media
- Experience of effective team working with colleagues
- Excellent administrative and strong organisational skills
- Attention to detail

#### Desirable:

- Previous sales & marketing experience
- Previous experience of working within an arts venue/organisation
- Previous experience of using a computerised box office or CRM system
- Previous Duty Management experience
- A First Aid qualification
- Experience of cash handling and credit/debit card operations
- Current clean driving licence

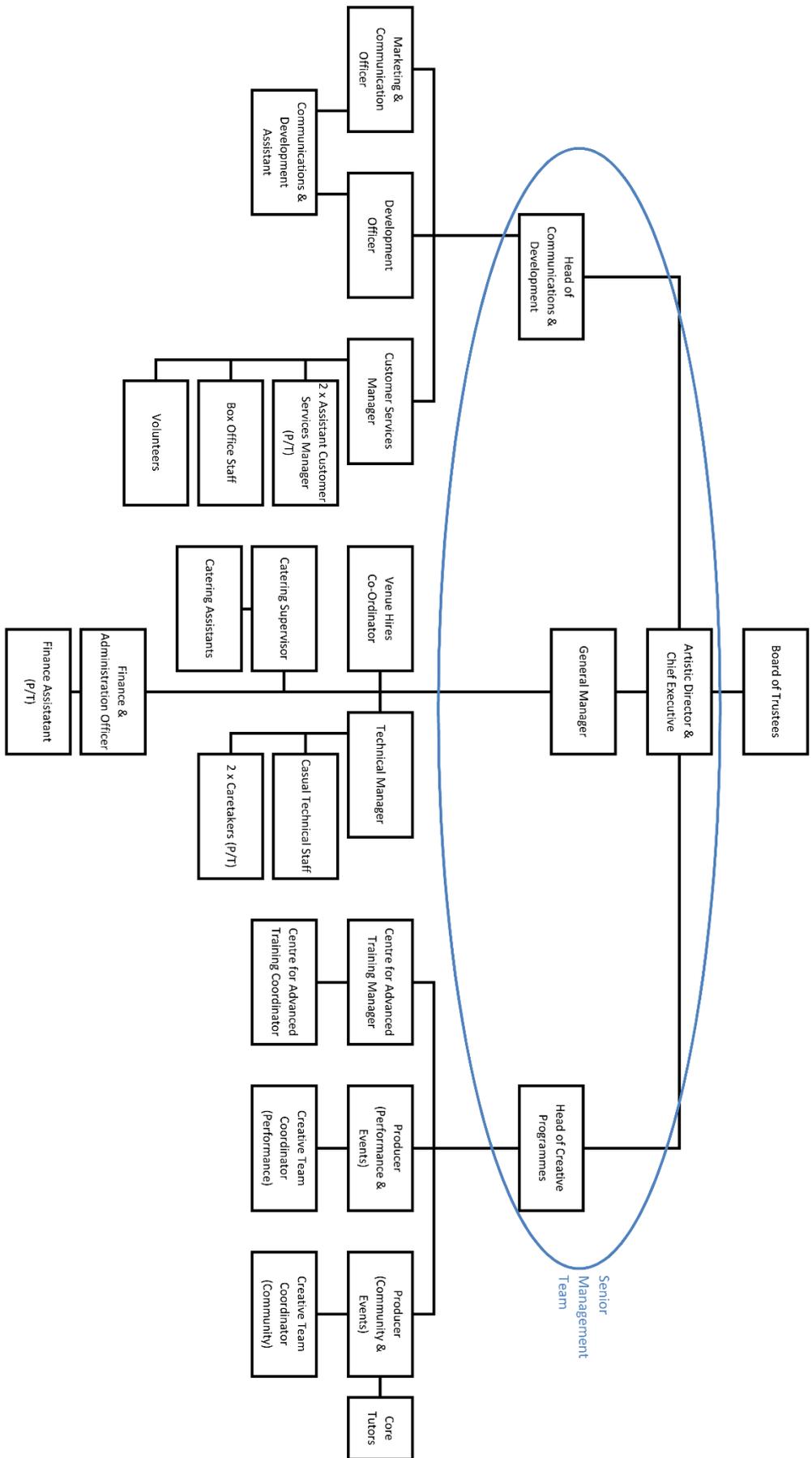
## Terms & Conditions

Responsible to:	Customer Services Manager
Hours of Work:	Approximately 15-18 hours per week.
Working Hours:	The DanceHouse opening hours are variable; but the regular pattern of shifts fall between 8.30am and 10.00pm, Monday to Sunday. One post will usually work two daytime shifts during the week and one weekend shift; and the second post will usually work two evening shifts during the week and one weekend shift. There is an expectation of flexibility to work different shift patterns when required. Staffing rosters are compiled one month in advance as standard.
Rate of Pay:	£14,625pa pro-rata (£7.50 per hour). An additional payment of £0.93 per hour will be made for all hours worked as the designated Duty Manager.
Holiday Entitlement:	20 days paid holiday per year, pro-rata, increasing to 25 days pro-rata after two years of continuous employment; plus 8 days bank and public holidays, pro-rata
Probation period:	3 months
Notice period:	One week during probation period, rising to one month after successful completion of probation period
Pension Scheme:	Should you meet the required criteria, as laid down by legislation, you will automatically be enrolled into a qualifying workplace pension scheme in which both yourself and DanceEast, as your employer, will make monthly contributions to. You do have the option to opt out of the scheme if you wish to.
Additional Benefits:	Complimentary tickets for DanceEast productions and classes (subject to availability); Training and development opportunities; Staff discount at the DanceHouse café; Childcare vouchers (by means of a salary sacrifice scheme).

The post holder will be subject to an Enhanced DBS Check on commencement of their employment, and at regular intervals during their employment.

**This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive.**

# Organisational Structure



Senior Management Team

## Making an application

Applications should be made on the enclosed Application Form.

Please follow the instructions on the Application Form carefully. This pack contains the key information needed to make an application, and potential candidates are advised to visit the website for further information: [www.danceeast.co.uk](http://www.danceeast.co.uk)

Further information about the area may be found at:

[www.allaboutipswich.com](http://www.allaboutipswich.com)

[www.visitsuffolk.com](http://www.visitsuffolk.com)

[www.ipswich.gov.uk](http://www.ipswich.gov.uk)

[www.suffolk.gov.uk](http://www.suffolk.gov.uk)

[www.artscouncil.org.uk](http://www.artscouncil.org.uk)

The Application Form and Equal Opportunities Monitoring Form should ideally be completed electronically and emailed to [HR@danceeast.co.uk](mailto:HR@danceeast.co.uk); or sent by post to Bill Armitage, General Manager, Jerwood DanceHouse, Foundry Lane, Ipswich IP4 1DW, marked "Private and Confidential".

Please note that CVs will only be considered when attached to a fully completed Application Form.

The deadline for receipt of applications is 9am, Monday 22nd May. Applications received after this time will not be considered. Successful applicants will be invited to interview at the Jerwood DanceHouse, Ipswich on Wednesday 24th May, and candidates should be available on this date.



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**ARTS COUNCIL  
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