



Visitor Experience Assistant Recruitment Pack



OVERVIEW

Reports to: Manager	Commercial, Retail & Hires
Salary:	£13.15 per hour plus holiday pay.
Hours:	Shifts of varying length, usually across Thurs – Sat daytimes.
Fixed term contract:	1 month fixed term with option to extend.

We particularly welcome applicants who are currently under-represented in the arts and puppetry sector. For further information or to discuss access requirements for your application contact us at recruitment@littleangeltheatre.com.

About Little Angel Theatre

"Little Angel is nothing less than an icon of north London childhood." Time Out, 2016

Little Angel Theatre is a home for puppetry. Since its doors first opened in 1961 the theatre has been dedicated to creating and sharing inspiring stories. Puppetry is at the heart of this innovative theatre, from igniting the imaginations of the youngest minds to

equipping tomorrow's puppeteers with the tools they need to succeed. As well as an internationally recognised theatre with productions touring throughout the UK and across the globe, Little Angel Theatre also has its roots in Islington and works with its local, diverse community to break down barriers to arts engagement so all can benefit and enjoy this remarkable art form.

CORE DUTIES

The Role

- Be friendly, approachable and enthusiastic.
- Deliver a unique LAT Welcome to provide a memorable experience for our audiences.
- Ensure that audiences are seated appropriately – it is a unique challenge in our theatre to make sure all children can see due to the unreserved seating arrangement.
- Attend to the audience to minimize disruption during the show.
- Ensure that the Front of House provides a welcoming atmosphere to all who use it, providing personal greetings to all audience members and providing an introduction to the theatre for first-time attendees.
- Undertake other duties as directed to provide a pleasant experience for customers, including cleaning in the building and restocking merchandise.
- Follow all health and safety, fire, and child protection regulations as stipulated.
- Serve refreshments and sell merchandise where appropriate.
- Communicate with stage managers and box office to ensure the smooth operation of shows.

- Manage evacuation of the theatre in emergencies.
- Assist in ensuring the venue is safe and clean for all those who use it.
- Be a hub of information for audiences, providing details on current and future shows and other workshops and activities offered by Little Angel Theatre.

We are looking for candidates who will bring energy and enthusiasm to every single shift. We are particularly interested in those candidates with experience working with young audiences and those who have an interest in puppetry or children's theatre. No experience is required, training will be offered for the role.

These jobs will be offered with variable hours, which offer flexibility around your other commitments, usually between 1 and 3 shifts per week. There will be an expectation that you have good availability in December and particularly during the weeks around Christmas.

APPLICATIONS



Closing date for application: **12pm, 19th November 2024**

Interview date: Afternoon of **22nd November 2024**

There is a compulsory training session on **Friday 29th November** which is required for this role.

To apply please send a completed Application form (can be found on our website) to **recruitment@littleangeltheatre.com** Please quote reference **VEA24** in the email subject line.

Please also fill in our Equal Opportunities form here: <https://forms.gle/9HvGCmqMvaGtqCuv7>

As part of any recruitment process, Little Angel collects and processes personal data relating to job applicants. Your information will be shared internally on a limited basis only for the purposes of the recruitment exercise. If your application for employment is unsuccessful, Little Angel will hold your data on file for six months after the end of the relevant recruitment process.

Little Angel Theatre is an Equal Opportunities and accredited London Living Wage employer.