



#### Vacancy: Part-Time Box Office Assistant

The Gate Theatre is looking for a part-time box office assistant to join our busy team. The successful candidate will work with our team to provide top notch customer service and maintain a friendly and welcoming environment for all Gate visitors. For further details, please see below.

#### Role Specification:

The duties of this role include the following, as well as other tasks that arise from time to time:

- General reception for the theatre
- Providing information to the public about the theatre and its events
- Processing and managing bookings for events and merchandise
- Distributing tickets and merchandise in the lead up to an event
- Assisting in the maintenance of our booking system and database
- Running reports as required
- Liaising with members of other departments
- Assisting the box office manager and audience development team with various tasks

#### The Ideal Candidate

The successful candidate will have a friendly demeanour, strong customer service skills and an interest in theatre. They must be highly reliable, with an excellent work ethic and the ability to problem solve under pressure.

Please note that this position will primarily involve approximately two to four shifts per week (to include evenings and Saturdays). Flexibility is required.

#### To apply or for further information

Please send your CV, cover letter, and equal opportunities form to Katie Foley at [katie.foley@gate-theatre.ie](mailto:katie.foley@gate-theatre.ie) by 5pm on Friday the 3rd of May.

For further information, please contact the above email address or phone Katie on 01 874 4045.