



Pavilion Theatre, the Municipal Theatre for Dún Laoghaire-Rathdown, is now seeking applicants for the following position:

Part-Time Front of House and Event Duty Manager

Experienced in event management? We are looking to hire a personable and hard-working individual who can bring their event management skills to our venue and help us promote a great customer service experience for our audiences. This role requires a lot of multi-tasking and customer interaction. Under the direction of the Operations Manager, the Duty Manager's main role will be to maintain our high standards and, where necessary, improve our front of house operations. It is a role requiring honesty, attention to detail and integrity.

Responsibilities include but are not limited to:

- Providing a strong and effective leadership and management to the Front of House Team
- Creating a positive and welcoming environment and atmosphere for all audiences during their time in Pavilion Theatre
- Implementing Pavilion Theatre's policies and procedures
- Planning and coordinating the organisation of each event to the highest and most efficient standard
- Developing and encouraging high standards of customer service throughout the theatre in all front of house areas
- Ensuring volunteer ushers are given an effective briefing preshow and keeping them motivated in their roles
- Liaising with visiting production companies, ensuring the needs of the company are met following the policies and procedures of the theatre
- Ensuring the safety of patrons, volunteers and staff through the implementation of the Pavilion Theatre Health and Safety procedures and emergency evacuation procedures
- Implementing Pavilion Theatre Child Protection Policy
- Assisting with and overseeing the bar and box office operations, including financial reporting procedures
- Managing the sale of merchandise
- Co-ordinating the foyer and gallery areas for receptions

Personal Specifications:

- Demonstrated track record of Event Management
- Customer service; at least 2 years' experience
- Excellent communication skills and strong decision making skills
- Health and safety
- Good administration and financial skills

Contract: This role is part-time, which requires working independently during evenings and weekends, as required.

Pavilion Theatre is an Equal Opportunities Employer.

Applications including detailed CV and cover letter to:

Niall O'Connell
Operations Manager
Pavilion Theatre
Marine Road
Dun Laoghaire
Co. Dublin

Or

niall@paviliontheatre.ie

Closing date for applications Monday 15th May

Interviews: Wednesday 17th May

