stage@leeds

School of Performance and

Cultural Industries

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| **PERSON SPECIFICATION – Position available to current UoL students only** |

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| **Title** | Duty Manager - Student Support Worker |
| **Department** | stage@leeds |
| **Salary** | £9.02 p/hr |
| **Hours** | Evenings and weekends during term time and subject to the needs of the theatre. This is a casual contract, with the expectation that Duty Managers will work on average one shift a week. |

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| **Essential** | * A high standard of literacy and numeracy * Excellent communication skills * Experience of cash handling * Good IT skills * Experience of liaising with staff/clients across all levels of an organisation * Interest in theatre * Ability to remain professional at all times * Able to work flexibly (including evening/weekend work) * Be undertaking a course of study at the University of Leeds for the academic year 2020/21 |
| **Desirable** | * Previous experience in a duty management position * Previous team leading experience * Basic first aid qualification/knowledge * Experience of bar work * Experience working in a Box Office or Front of House position in a theatre |
| **Commitment to equal**  **Opportunities** | As part of the the University of Leeds we value diversity, and are determined to ensure:   * that we treat all individuals fairly, with dignity and respect; * that the opportunities we provide are open to all; * that we provide a safe, supportive and welcoming environment – for staff, students and visitors.   All successful candidates will be expected to abide by the University’s Equal Opportunities policy. |

This position is only open to students at the University of Leeds. You must be a registered student (at any level) throughout the period of employment, October 2020 – July 2021.

**To apply please send a copy of your C.V. together with a cover letter to a.j.clarke@leeds.ac.uk**

Cover letters should be no longer than a page, and should directly relate to the qualities outlined in the person specification. **The closing date for applications is 5pm Wednesday 28th October 2020.**

Interviews will be held on 30 October, or thereabouts. If you have not been contacted before this date, then unfortunately your application has not been successful.