

AN LANNTAIR - Job Description

Post	Steward
Objective and Purpose of Role	To provide an efficient and welcoming service to the public who are entering the building and/or attending the An Lanntair programme of activities and events.
Line Manager	Chief Steward / Head of Performing Arts
Direct Reports	None
<p>Skills and Qualifications Required</p> <p>Specific Duties -</p>	<p>An interest in and enthusiasm for, the arts in a community-based arts facility. As in any organisation of this nature, there will be an expectation that the post holder will be prepared to muck in and work alongside colleagues as required – so a “can do” and flexible approach will be important.</p> <p>The capacity to multi-task and a requirement to work flexible and often anti-social hours to accommodate a venue open seven days per week and open to the public from 10am to 11pm will be a key feature of the post.</p> <p>Dedication to high quality standards, health and safety and attention to detail.</p> <p>Positive proactive approach – being upbeat with colleagues and external contacts with the ability to be assertive when appropriate.</p> <p>To welcome, seat and organise the audiences for all An Lanntair’s productions, performances and screenings.</p> <p>To deal efficiently and courteously with customer enquires and complaints.</p> <p>To ensure that the auditorium is kept clean and tidy at all times before, during and after performances.</p> <p>To welcome and provide orientation and support for visitors to An Lanntair’s building.</p> <p>To ensure that activities comply with statutory legislation, including Health and Safety laws.</p> <p>To undertake any other duties and responsibilities appropriate to the post.</p>
	<p>£8.72 per hour</p> <p><i>Role involves working various hours</i></p>