

NEWHAMPTON ARTS CENTRE
SITE ASSISTANT

June 2022

NAC, Dunkley Street,
Wolverhampton
WV1 4AN

T: 01902 572 090

E: admin@newhamptonarts.co.uk

SITE ASSISTANT/BAR STAFF – FLEXIBLE HOURS

Job Role: To ensure the efficient and safe operation of the site for visitors and residents during opening hours.

Responsible to: Site Manager

Duties:

- Reception duties for evening and weekend classes
- Assisting with front of house at events in theatre
- Bar duties
- Set up and maintenance of rooms
- Be responsible for site health and safety issues and security.
- Give assistance and information to visitors
- Assist with caretaking duties (site security, keeping site clean and tidy)
- Act as a representative for NAC during work hours
- Assist with other site duties when needed

PERSON SPECIFICATION

Required:

Confident, responsible and calm in dealing with the public

Consistency in applying policies and procedures at all times

Ability to work as part of a team

Reliable time-keeper

Ability to handle standard IT systems such as email, electronic POS systems etc. (training will be given on the specific systems used at NAC).

Desirable:

Interest in the arts and cultural sector

TERMS AND CONDITIONS

This is a flexible hours contract and the actual hours offered will be according to the needs of the business and may vary from week to week.

These hours will be worked from 8:30am – 11:00pm Monday-Sunday as required

Evening and weekend work will be required and it is expected that applicants will have regular availability after 6:00pm and at weekends (day and evening). Rotas are scheduled three weeks in advance.

Salary: the current hourly rate for this role is £9.92 per hour.

- a. Wages will be paid monthly by Direct Payment into a named bank account.
- b. Newhampton Arts Centre will pay Employer's National Insurance Contributions.
- c. Tax and National Insurance, plus any other statutory deductions (including student loan repayments), will be deducted at source.
- d. Pay is reviewed annually in April of each year.
3. Pension: An auto-enrolment pension scheme is in operation with The People's Pension. Current contributions are 3% for employer and employee.
4. Holidays: 25 paid days per year, pro rata plus statutory holidays, and including Christmas and New Year site closure days. Holidays must be taken at times convenient to the running of the NAC.
5. Training: Appropriate training will be provided as necessary.
6. Probation: This contract is conditional on a satisfactory probationary period of one month.
7. Sick Pay: Absence due to sickness must be notified by 9am on the first day or as soon as possible.
8. Grievance and Disciplinary Procedures will be dealt with by Line Manager and then the CEO in the first instance. If necessary, matters can be referred to the board members responsible for staff Issues.
9. Termination of contract: Four weeks' notice of termination of contract is required on either side.
10. Security: The Employee will be responsible for looking after keys and security codes entrusted to them and will not pass these on to any unauthorized individual
11. Staff Handbook: Full conditions of employment are available in the NAC office.
12. Any offer of employment is conditional on an Enhanced Disclosure and Barring Services check.
13. NAC reserves the right to require all employees to follow specific public health guidance that may be issued by either national government or the local authority.

HOW TO APPLY:

Email NAC for an application form on office@newhamptonarts.co.uk and return it to us completed by **5:00pm on Monday 4th July**.

Shortlisted applicants will then be invited to **interview on 11th July** from 12:00 onwards. Please ensure you are free on this date if you do apply.

For any queries please contact Clare Crowley at office@newhamptonarts.co.uk



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