



Casual Venue Layout Support

Salary: £9.65

Hours: Casual

Holiday: You will be entitled to a pro rata equivalent of 28 days paid holiday during the holiday year, which includes bank holidays, calculated on the hours you actually work.

Closing Date: TBC

Interview Date: TBC

Place of Work: All WTM venues

Reports to: Head of Technical, Production and Buildings

Line Manager Responsibility For: None

Worthing Theatres and Museum aims to:

Surprise and delight our audiences with visionary work of artistic excellence.

Provide aspirational opportunities for young people ensuring the creative voices of the future.

Cultivate creativity, supporting the next generation of artists.

Champion inclusion, curating a diverse programme.

Invest in our teams, making creative thinking the norm.

Drive forward the development of Worthing's experience economy promoting positive place making and civic pride.



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Ensure financial success providing best value to the community, guaranteeing the longevity of the organisation.

Job Description

Principal purpose of job (role summary)

To complete routine seating and room layouts according to pre set configurations across all Worthing Theatres and Museum Venues

Main duties, tasks and responsibilities of post holder

- Carry out seating and staging layouts across all venues with the majority of set ups at the Assembly Hall and Pavilion.
- Ensure layouts are completed in a safe and timely fashion in accordance with instructions and Health and Safety regulations.

General

- Undertake all duties in accordance with WTM policies, in particular those relating to Customer Care and Equal Opportunities.
- Undertake such other duties as may reasonably be allocated to the postholder, which may involve providing assistance in any section of the department as may be required from time to time.
- Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be



allocated to the postholder as a result of legislation, codes of practice or WTM policies.

- Promote the service and WTM positively at all times.

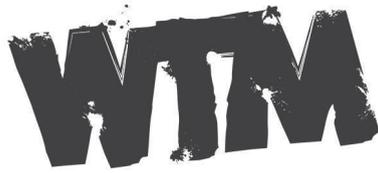
The post holder will be required to undertake such other duties as may be required within the grade and competence of the postholder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that WTM reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Criteria

Essential

1. Understand basic seating plans
2. Work well in a small team
3. Ability to communicate effectively with all colleagues and other stakeholders
4. Ability to follow instructions inline with H&S regulations
5. Ability to keep to schedules and planned work times



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6. Comfortable with manual handling throughout a shift (lifting and moving chairs and tables etc)
7. Ability to work flexible hours including early mornings, evenings and weekends
8. An understanding of equalities and how to apply this in the workplace thinking about both customers and colleagues.

Worthing Theatres & Museum is a registered charity and pursues a policy of equal opportunities. Worthing Theatres & Museum values diversity, promotes equality and challenges discrimination. We encourage and welcome applications from all backgrounds and all parts of the community.

All applications are judged on merit.

