

**PERSON SPECIFICATION**

**THEATRE DUTY OFFICER**

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|  | **Essential** | **Desirable** |
| **Work Experience** | Experience of working in a public facing environment | Experience of being a key holder |
| **Skills, Knowledge and aptitude** | Excellent Customer Service and communication skills | Understanding of Health & Safety practices in the workplace |
|  | Able to work as part of a team and in a supervisory capacity | Understanding of basic IT |
|  | Self-motivated and able to problem solve | Knowledge of GDPR |
|  | Ability to keep calm in challenging situations | Current First Aid certificate |
| **Other** | Ability to work flexibly, including evening and weekends |  |