**Join our Box Office team at Z-arts!**

**Apply today to join Manchester’s leading venue for children, families and friends!**

**Role**: Part time Box Office Assistant (weekends and evenings)

**Deadline**: 28th August, 12pm

**Interviews:** 4th September

**Pay**: £7.50 per hour

Z-arts is now seeking applications to join our Box Office team. We are looking for friendly and enthusiastic individuals to welcome and assist visitors to Z-arts and provide excellent customer service to people from a diverse range of backgrounds and cultures.

We are looking to recruit a part time Box Office Assistant with an interest in customer service, hospitality or administration who is available for regular Saturday shifts, typically six hours with another 4 hours during the week, but with more hours available during busy periods.

Key areas of responsibility will be working as the first point of contact for visitors to Z-arts, booking classes for children and families over the phone or in person at the Box Office and handling face to face enquiries.

Please fill out an application form and return to paul@z-arts.org by 12pm by the 28th August. Interviews will take place on the 4th September at Z-arts.

This is a part-time role and the successful candidate will be required to work evenings and weekends. Venue opening hours are Mon-Sat 8.30am-9pm, some later nights (event-dependent), and some Sundays.

***As an equal opportunities employer, we welcome applications from all suitably qualified persons. However, as Black, Asian and minority ethnic (BAME) and Disabled are currently under-represented within our organisation, we would particularly keen to hear from people of BAME backgrounds. All appointments will be made on merit***