



Volunteer Box Office

Role Description:

1. In the event of an emergency to evacuate the building in line with emergency evacuation procedures.
2. Welcome all customers and visitors to the Pavilions and effectively deal with general enquires.
3. Provide an efficient box office sales service operating a computerised ticket system (Oscar).
4. Input and update the database to ensure records are accurate and maintained.
5. Reconcile and record transactions on a daily basis and report and adhere to financial procedures and policies as specified.
6. Be knowledgeable about the Pavilions and Teignmouth activities and events
7. Sell any merchandise and art work for sale.
8. Be familiar with any Membership, Patron schemes and promote joining
9. To be vigilant at all times, with regard to the safety and security of customers, volunteers and staff. Alerting the Management of any issues quickly and clearly.
10. To assist with marketing and positive promotion of Pavilions Teignmouth.