

LANDMARK ARTS CENTRE

BOX OFFICE ASSISTANT

Job title: Box Office Assistant

Hours: Part time, flexible hours including evenings and weekends

Pay: £12.21 per hour

Start: Immediate start available

Location: Landmark Arts Centre, Teddington

Role summary

The Box Office Assistant supports ticketing and visitor services at a vibrant and busy arts centre. You will welcome audiences, sell tickets and help keep information clear and up to date, in the building and online. The role suits someone friendly, organised and steady during busy moments.

Main duties

- Sell tickets and memberships
- Welcome visitors and support access needs
- Update information in the ticketing system
- Handle enquiries across all channels
- Assist with daily cash handling and reconciliation
- Keep front of house materials presentable
- Pass on any issues or feedback

Essential

- Experience in a customer facing role
- Clear communication skills
- Good organisational habits
- Comfort with digital systems
- Reliable under pressure
- A good standard of spoken English
- Ability to work evenings and weekends

- Able to pass an enhanced DBS check

Desirable

- Experience in an arts or public venue
- Familiarity with ticketing or CRM systems