

## **Stage Door Receptionist - Job Description**

Responsible to the Theatre manager - the Stage Door Receptionist will work as part of a team to ensure the smooth running of the theatre and assist the Theatre manager in carrying out his/her duties.

The primary responsibilities of the post can be summarised as follows:

The smooth running of the stage door office, to include:

- receptionist
- operation of the telephone switchboard.
- unlocking and locking the building and setting the alarms
- sorting incoming post; sorting of outgoing post and franking
- issuing of keys to members of staff and contractors as necessary, ensuring such keys are logged and returned
- undertaking designated responsibilities during emergencies, evacuations and breaches of security
- monitoring of CCTV
- notifying staff of visitors, issuing visitors passes/badges and maintaining the Trackit Board for staff and incoming companies.
- dealing with deliveries and collections to/from stage door, ensuring that accurate receipt and delivery notes are kept and staff informed of deliveries
- monitoring parking in the yard , and ensuring gate kept locked at all times barring needs of entry and egress
- managing booking of theatre's vehicle
- maintaining the lost property store and returning items to claimants on presentation of reasonable proof of ownership. Disposing of unclaimed items after 4 weeks to worthy cause, or as appropriate
- dealing with routine correspondence
- attendance at Staff and Team meetings
- assisting the Theatre Manager with delegated tasks as required
- Having a duty of care to ensure that the working environment and practices conform to Health and Safety legislation and the Everyman's Health and Safety Policy.

- To undertake such other relevant duties as may be requested from time to time by the line manager.