

## West Cork Music – Box Office Supervisor

West Cork Music is seeking to appoint a Box Office Supervisor to join the team. The successful candidate should possess the energy and acumen to lead the Box Office and Front of House into the next phase of its development.

Responsibilities include the following key areas:

- Box Office and Front of House Supervision
- Customer Service and Sales
- Office Administration
- Office Supervisor
- Financial

WCM requires that the successful candidate be able to demonstrate strong examples from their past experience highlighting that they have both the capability and desire for this role. Specifically, it is seeking someone who has:

### *Experience and Knowledge*

- While training will be given - significant experience of box office systems, preferably at management level.
- Experience of working in a sales environment.
- Proven experience and success working in customer-focussed environments and a passion for exemplary customer service.

### *Personal Qualities / Attitudes*

- Strong time management skills and the ability to build and foster a positive culture and environment.
- A positive attitude and exemplary team skills.
- A natural capacity to facilitate productive relationships with suppliers, staff, the wider management team at WCM
- Someone who combines vision with the ability to make things happen, and can work on their own initiative.
- An effective communicator.
- Problem solver.
- Strong organisational skills.
- The ability to work in a fast-moving and busy environment.

### *Terms and Conditions of Employment*

The Box Office Supervisor is a role reporting to the General Manager.

The position is based at the West Cork Music office in Bantry, Co. Cork and has an immediate start. It is offered as a two-year fixed term contract with a six-month probationary period. Terms of Contract and remuneration will be offered to the successful candidate commensurate with experience.

For full job description, contact [music@westcorkmusic.ie](mailto:music@westcorkmusic.ie)