

DUNSTABLE REP THEATRE CLUB

ASSISTANT MEMBERSHIP AND BOX OFFICE MANAGER - JOB DESCRIPTION

- Receive training from Membership and Box Office Manager and become familiar with the expectations of the role
- Assist Membership and Box Office Manager when requested and during busy times
- Deputise when Manager is unavailable
- Assist on Membership in person renewal days at the theatre
- Share manning of box office during each play of the season and extra events when required