

## **JOB DESCRIPTION**

### **Voluntary / Work experience: Admin Assistant**

**Job Objective:** To support the hospitality department assisting them with all hospitality administration duties.

**Department:** Hospitality

**Reporting to:** HQ Hospitality department

**Hours:** 6 hours per week (Thursday afternoon)

#### Key Functions

The Wycombe Swan hospitality department are looking for an enthusiastic volunteer to join their vibrant team. With a growing array of events we are looking for a volunteer to help us with the general admin, marketing and sales efforts.

Duties include:

- Supporting the Hospitality department with the on going development of events, marketing and sales.
- Maintaining and developing databases.
- Sending out tickets, ice cream pre orders and different marketing collateral.
- General admin.

**This is an unpaid role, however paid bar / café shifts will be offered. Volunteers are also entitled to free theatre passes.**

Personal specification:

- A good grasp of word, excel and PowerPoint.
- A good telephone manner.
- An interest in the theatre and the hospitality sector.

To apply please send your CV to [sam@wycombeswan.co.uk](mailto:sam@wycombeswan.co.uk)