



arts depot

## Application Pack Visitor Services Assistant



## Introduction

Thank you for your interest in the Visitor Services Assistant role at artsdepot.

Before you complete your application, please read the information included here carefully. These notes are intended to help you make the most of your application.

artsdepot strives to be an equal opportunities employer. We are committed to having a workforce that is representative of the community it serves at all levels of the organisation. We therefore welcome applications from all backgrounds and all sections of the community.

We look forward to receiving your application.

## About artsdepot

artsdepot's vision is to be a creative home for everyone. Our mission is to reach all families in Barnet by 2027, and we do this through focusing on artsdepot as a destination, as a sector leader and our work across the borough. The Programme and Participation Department plays a key role in ensuring we fulfil our mission and vision.

artsdepot is a leading multi art form venue and cultural hub in North London. Our venue includes a 395-seat main theatre, 151-seat studio theatre, gallery, Creation Space, dance, drama and art studios, café and bar and other public spaces.

Every year, we welcome over 162,000 people to watch, learn or be inspired by our programme of shows and events.

We are host to undergraduate performing arts college London Studio Centre, who have a suite of studios and facilities both on and adjacent to our site.



## Our Values

- Inclusive – Our work is inclusive. Everyone can access our performances and activities, and we reflect our wider community in what we do.
- Creative – We believe in creativity. We respond in creative ways and provide the setting for everyone to be creative on their own terms.
- Collaborative – We work collaboratively. Our programme and organisation is better when we work with others to make up more than the sum of our parts.
- Respectful – Our work is underpinned by respect. We work in a way that respects other voices and views and expects the same from others.



## **Working at artsdepot**

artsdepot is looking for Visitor Services Assistants to deliver excellent customer service and ensure a pleasant and safe visitor experience.

Working as Visitor Services Assistant, you will be the first point of contact for our patrons. This role primarily involves ushering duties to ensure that our visitors have a positive and enjoyable experience. Helping to prepare theatres and spaces for performances and events, checking audience tickets, and enabling the smooth movement in and out of the theatres, you will play a key role in making our events run successfully.

### **This opportunity**

This role is a brilliant opportunity to work in a fun, friendly and dynamic team.

We are a forward thinking and agile organisation with a small but committed, driven and enthusiastic team. This role is a great opportunity for someone who loves working with a broad range of people and communities and is enthusiastic about delivering excellent customer service.

This role will often involve working within a dark theatre, using a radio to communicate with colleagues and potentially lead a fire evacuations – as well as many other responsibilities.

artsdepot has over 90 permanent and casual staff. In most instances, you will work alongside 5 other VSAs and a Duty Manager.

Shifts may vary across daytimes, evenings, weekends and some public holidays.

## How to Apply

Please make sure you have read fully the Job Description (including person specification) within this pack and the accompanying information. The principal responsibilities of the post are listed. This is not an exhaustive list, but the job description gives an idea of the purpose and scope of the role.

To apply please submit a covering letter (up to two sides of A4) and curriculum vitae (CV) and our equal opportunities monitoring form.

In the covering letter, you have the opportunity to outline your suitability for the post by telling us about your interests, experience and skills that relate to the role and person specification. The skills and personal qualities listed are required for the effective performance of the post; you can demonstrate your suitability through workplace, voluntary work or alternative experience.

## Outlining your suitability for the post

How you outline your suitability for this role in your covering letter (up to two sides of A4) determines whether you are shortlisted and invited for interview. It is helpful if you go through the person specification and tell us exactly how you meet it.

Please email your cover letter, CV and Equal Opportunities Form to **recruitment@artsdepot.co.uk**. You are welcome to submit your application in a different format if you would prefer (video, audio recording), please email it to **recruitment@artsdepot.co.uk**.

Applications will close at **10am on Thursday 30 July 2026**.

**We encourage you to apply as early as possible as we will be interviewing on a rolling basis.**

The interviews will take place at artsdepot, 5 Nether Street, Tally Ho Corner, North Finchley, N12 0GA.

If you would like support with access requirements, please contact Zoe by email at **recruitment@artsdepot.co.uk** or call 020 8369 5454.

## The Shortlisting and Interview Process

Shortlisting is carried out purely on the information contained in the cover letter and CV. Candidates are assessed anonymously against the attributes of the person specification, and if these are not met, or if there is insufficient detail to make a judgement, the application is rejected.

All candidates shortlisted for interview will be sent the interview questions approximately 24 hours in advance.

## Equal Opportunities Commitment and Monitoring

artsdepot is committed to encouraging diversity and eliminating discrimination. Our aim is that our workforce will be truly representative of all sections of society and that each individual feels respected and able to give their best.

As part of our commitment to developing our workforce to be reflective of our communities we are particularly encouraging of applications from individuals who are ethnically diverse, disabled, LGBTQI and from lower socio-economic backgrounds. artsdepot is a Disability Confident Employer.

Please enclose the completed monitoring questionnaire with your application. When the applications are received, the EO questionnaires are removed before any decision on shortlisting is made.



# Job Description

## Visitor Services Assistant

### Purpose of role:

artsdepot is looking for Visitor Services Assistants to deliver excellent customer service and ensure a pleasant and safe visitor experience. Working as Visitor Services Assistant, you will be the first point of contact for our patrons. This role primarily involves ushering duties to ensure that our visitors have a positive and enjoyable experience. Helping to prepare theatres and spaces for performances and events, checking audience tickets, and enabling the smooth movement in and out of the theatres, you will play a key role in making our events run successfully.

artsdepot is a leading multi-art-form venue and cultural hub in north London. Our venue incorporates a 395-seat main theatre, 150-seat studio theatre, gallery, creation space, dance, drama, and art studios, café, and bar and other public spaces.

Every year, we welcome over 162,000 people to artsdepot. Our Visitor Services team is responsible for the day-to-day running of our visitor-facing operations and ensuring that we provide a good standard of customer care. Our dedicated team of Visitor Service Assistants are an essential part of the Visitor Services Department.

**Reports to:** Duty Managers & Operations Manager.

### Responsibilities include:

#### Customer Service

- To be customer focused at all times and act as a public face of artsdepot.
- Deliver a comprehensive service to all artsdepot customers.
- To work at stewarding positions, on merchandise retail points, or undertake other duties at the venue and occasionally at other locations.
- To help patrons locate their seats and assist those with access needs.
- To be friendly and positive in all dealings with the public.
- To ensure that the visitor areas are welcoming, presentable and safe.

- To attend briefings, meetings and training as requested.
- To assist with special events and additional duties as needed.
- To be aware of and follow all Visitor Services Procedures.
- Represent artsdepot with external stakeholders and the wider arts community, building constructive relationships to further the work and profile of artsdepot.
- To maintain open communication with all users of the building.

### **Merchandise / Catering**

- To accurately record and process sales of programmes and merchandise as required, ensuring all payments are handled in line with operating procedures.
- To learn various aspects of the in-house software, to handle cash, and to create end-of-day reports.

### **Health and Safety**

- To assist in the safe evacuation of the building.
- To assist in ensuring that the safety of visitors and the security of artsdepot is maintained.
- To monitor and ensure compliance with health and safety regulations, address any potential hazards, and report issues to the Duty Manager.

## Personal Specification

### Essential

- Excellent communication skills with the self-confidence to represent artsdepot to a wide range of customers.
- Experience of providing high-quality customer service.
- Ability to deal effectively and with empathy with all users of artsdepot.
- Energetic and friendly with a high level of enthusiasm.
- Ability to work under pressure with good time management.
- Willingness to work flexibly, which will require evening and weekend work; all roles will involve working on a 7-day rota including daytimes, evenings, public holidays, and weekends.
- Passionate about live performance and the arts in general.

### Desirable

- Experience in a similar environment or venue.
- Relevant stewarding, catering or box office experience.
- Understanding of the principles of Health & Safety.



## Conditions of Service

The salary is £12.71 per hour plus holiday pay (£14.24 per hour inclusive of holiday pay).

Regular opening hours of artsdepot are 8.30am until 11pm, seven days a week, with later openings on occasion. You will be required to daytimes, evenings, weekends and some public holidays as well as a minimum of 3 shifts between 26<sup>th</sup> and 31<sup>st</sup> December 2026. Normal working hours will be specified in advance by the line manager.

The Job Description outlines the duties required of this post to indicate the level of responsibility. It is not a comprehensive or exclusive list and while duties may vary from time to time, they do not change the general character of the job or the level of responsibility outlined. You may be required to help other departments at times.

Job is subject to references.

The job description for this position may be amended to incorporate the future needs of artsdepot.

Detailed terms and conditions will be outlined in artsdepot's staff handbook



Photos are from artsdepot activities between 2018 and 2020 including: **TogetherFest** and **The Storytelling Igloo**, and performances including: **Ready Steady Lift Off** by A Line Art, **8 Minutes** by Alexander Whitley Dance Company, Bromance by Barely Methodical Troupe and **All Wrapped Up** by Oily Cart.

Photography by **Katie Burse, Suzi Corker, Becky Dann, Johan Persson, Andrew Twesigye**