

EVERYMAN OXTED

DUTY MANAGER OPPORTUNITY

The Everyman Oxted is a thriving boutique cinema which prides itself on delivering fantastic service to its customers.

We are now looking for an energetic and dynamic individual to take on the role of Duty Manager, assisting the Manager and Assistant Manager in running all aspects of the venue. The ideal candidate will:

- Have great customer service skills
- Be able to manage and lead a small team in a very busy environment
- Be happy undertaking routine administrative tasks accurately and efficiently
- Be able to work flexible hours including evenings and weekends as required
- Have cash handling experience
- Hold a full driving licence and have access to a car
- To work closely with the Venue manager on marketing/promoting the venue
- This role will also include driving business for private and corporate venue hire events and corporate partnerships

If you are interested in applying please hand your CV to Diane Cash or Hannah Clare at the venue by Friday 18th February.