**Promotion & Front of House Staff @ O2 Academy Leicester**

**Job Name: Promotion and Front of House Staff Member**

**Job Description:** You don’t have to be mad about the entertainment industry to work here, but it helps. We are looking for friendly and outgoing students to spread the word about our venue and our shows during the day, and to man our Cloakroom and Box Office during our gig and club nights. You’ll need to enjoy being out and about talking to people, as well as being a bit of a night owl who enjoys the buzz of working at our events that finish all hours of the night (and sometimes the next morning!)

**Main Duties:**

* Distributing flyers and posters around Leicester
* Manning stalls at Freshers Fairs & Highcross events
* Being active on social media
* Working on the Cloakroom/Box Office during our events

**Key Skill and Qualities:**

* Strong interpersonal skills
* Tact and Diplomacy
* Good team player
* Flexibility
* Ability to work well under pressure
* Ability to converse in English

**Desirable Experience:**

* Previous promotions experience
* Previous experience working in the night time economy
* Good knowledge of Leicester City and surrounding area
* Previous customer service experience

**Location:** O2 Academy Leicester / Leicester City Centre & Surrounding area

**Pay Rate:** £7.50-£8.30 p/hour

**Weekly Hours:** Maximum 15. This is to ensure that your working hours do not impact on your University work. We will be flexible around academic timetable/deadlines and exams.

**Start date:** September 2017

**How to apply:** Previous experience is useful but not essential. Please send a CV and covering letter to [john@o2academyleicester.co.uk](mailto:john@o2academyleicester.co.uk). Let us know why you think you’d be a great member of our street team and about what kind of music you listen to in your spare time. What was the last gig/festival/club night you went to?

**Application Deadline:** Friday 8th September 2017