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# Sandringham School

## Job Description

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**Job Title:** Box Office Administrator  
**Accountable to:** Headteacher through Karen Paul, Assistant Headteacher.  
Line Managed by the Theatre Manager  
**Accountable for:** The day to day running of the theatre's box office  
**Hours:** 20 hours per week (Term time only) – 11.30am-3.30pm  
**Salary:** H2  
**Start Date:** March 2018

### Background

The core work of the Box Office Administrator will be driven by the Theatre Manager. Duties include running the box office on a day to day basis, including processing orders and answering the phones, and assisting with administration when necessary. The administrator will also be required to keep the website up to date. On occasions the box office administrator may be required to run the box office for evening performances; this will be inclusive of the posts required hours.

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### Core Accountabilities

1. Running the box office on a day to day basis and for performances when required
  2. Assisting with the administration of the theatre
  3. Keeping The SandPit Theatre website up to date
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### Key Tasks

#### SandPit Theatre

- To ensure that the theatre box office is kept in good working order, specifically
  - All online and phone orders are processed and sent out daily
  - Stationary and office supplies including tickets are kept in stock
- To assist the manager with any other administration and marketing tasks as required
- To be available to assist in the supervision on student volunteers if required
- Assistance with stock check of café
- Occasional work in SandPit Café including use and reconciliation of tills

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.