



Assembly Festival are looking for people to join our team in Coventry for 2021. We are delivering the Assembly Festival Garden as part of the Coventry City of Culture 2021. If you love culture, people, art, food, drink or a combination of all of these then this is an opportunity not to miss.

As part of the Assembly Festival team in Coventry, you will have the chance to see any of the shows at the Assembly Festival Garden for free, and receive a significant discount at the bars, as well as delivering a packed programme of entertainment. Our staff help make an audience member's visit truly memorable, whether serving at the bar, selling tickets or seating people, we pride ourselves on making sure every part of the customer journey is a premium experience.

Assembly has developed a reputation for excellence with both artists and audiences, and people travel from all over the world to join our team, why not join us.

Front of House Team

We'll be looking for gregarious and outgoing people who love chatting with the public, working as part of a team and getting things done on time. You will be responsible for getting our audiences into and out of our venues safely and smoothly at the start and end of each show, and ensuring that we keep to a tight running schedule. You have to be interested in theatre, music and comedy and be able to talk to customers about Assembly Festival Garden shows and the wider Coventry City of Culture programme. Most importantly you must be polite and helpful, even when under pressure, and convey enthusiasm for, and knowledge of our diverse artistic programme.

If you have any further questions email us at staffing@assemblyfestival.com

Box Office Team

The team are trained to have a thorough knowledge of the ticketing system (VIA) and our extensive multi-arts programme. As a member of Box Office staff, you will be an important and skilled team member, able to sell all varieties of tickets and special offers, resolve customer queries, advise and direct customers, and make recommendations from our exciting and diverse range of shows. We will be looking for cheerful and professional people happy to gather and organise information for our customers, providing unbeatable customer service at this front line position.

If you have any further questions email us at Boxofficemanager@assemblyfestival.com

**COVENTRY CITY OF CULTURE TRUST
C/O THE HERBERT ART GALLERY & MUSEUM, JORDAN WELL, COVENTRY, CV1 5QP
WWW.COVENTRY2021.CO.UK**

REGISTERED ADDRESS: THE HERBERT ART GALLERY & MUSEUM,
JORDAN WELL, COVENTRY, CV1 5QP, COMPANY NUMBER: 09808960
CHARITY NUMBER 1165639, LIMITED BY GUARANTEE
REGISTERED IN ENGLAND AND WALES

Bars Team

Bars are an essential part of the Assembly Festival experience, they are the social areas where audiences and performers gather, adding to the energetic buzz of the venues. At Assembly, we pride ourselves on creating unique, professional and safe environments for performers and audiences to get a drink pre-show, as a place to meet friends or to unwind. If you have previous bar or waiting experience, are passionate about all aspects of bar service, willing to work hard and learn new skills, then it may be for you.

If you have any further questions email staffing@assemblyfestival.com

Assembly require all of their staff to be over 18 (due to Licensing restrictions), have a UK bank account, speak fluent English and have the necessary visa requirements to work in the UK.

Applications for these positions can be made via the Assembly online application form which can be found at <https://www.assemblyfestival.com/who-we-are/work-with-us>



COVENTRY2021.CO.UK
@COVENTRY2021

