

Kickstart Role  
**TRAINEE BOX OFFICE MANAGER**  
Recruitment Pack





**Thank you for your interest in the role of  
TRAINEE BOX OFFICE MANAGER  
supported by the Government's Kickstart Scheme.**

**Background**

Icarus Theatre Collective's mission is to re-energise traditional performance styles and texts for touring productions.

We create work that is dark, expressionist, and dramatic. We believe that theatre is a deliciously destructive force. Our productions aim to surprise, tantalise, and make the unseen seen.

Icarus Theatre Collective (ITC) is an award-winning theatre company and registered charity (No. 1134535) founded in 2004 by our CEO and Artistic Director Max Lewendel.

Icarus Theatre Collective has an office space based in Bermondsey, London and tours its shows internationally throughout England, Ireland, and Europe.

We hired our first Kickstart team member in May 2021, and since then our team has rapidly expanded. Our Kickstart staff are an integrated part of Icarus and provide a wealth of experience and skills to our diverse team.

The role of TRAINEE BOX OFFICE MANAGER is supported by the Government's Kickstart Scheme <https://www.gov.uk/government/collections/kickstart-scheme>.

**Please note this role is only open to candidates aged 18-24 and in receipt of Universal Credit in line with the Government's Kickstart Scheme.**

To apply, please send your CV, Cover Letter, and Equal Opportunities Monitoring Form to [hiring@icarustheatre.co.uk](mailto:hiring@icarustheatre.co.uk). To be considered for the position, your work coach **must** refer you through the Kickstart programme. (You may send in your documents before or after you are referred, but we cannot offer you the job until you are).

**Job Description:** Trainee Box Office Manager

Icarus Theatre Collective requires an enthusiastic staff member to train in Box Office Management at a leading fringe theatre for an estimated two months, and then go on to run the Box Office at a fringe theatre which we are in the process of acquiring.

**Responsibilities at the fringe theatre include:**

- Attending the box office for 1 hour before each performance
- Print tickets
- Coordinate audience on sell-out nights to ensure all 50 seats are occupied
- Settle cash received after the show begins
- Interact with Box Office Software

**Responsibilities after transferring to Icarus:**

- Implement the above, though likely on different software and ticket-printing equipment
- Ensure bar staff see all performances in their first week
- Any extra hours to coordinate with the Marketing Department on how to improve sales. This may include on-street flyering, managing on-street flyerers, and/or developing marketing initiatives, depending on the skill level of the applicant.





**Essential skills include:**

- A sharp mind and willingness to learn
- At least two years working in any capacity in a theatre or pub
- A desire to learn about the acquisition of new theatre premises
- A basic understanding and/or ability to research and learn about marketing and branding
- Able to cope with the demands of working independently with flexible hour and working from home
- Strong organisation skills and the ability to communicate effectively with multiple parties over logistics and planning
- Basic Word and Excel skills
- Ability to contribute own ideas to the acquisition procedure

**Desirable skills include:**

- At least two years working in any capacity in a theatre AND pub
- A relevant degree in business
- A relevant degree in theatre
- A basic understanding of Safeguarding procedures
- Intermediate or advanced Word and Excel skills

## Contract and Terms

**Role:** TRAINEE BOX OFFICE MANAGER

**Salary:** £10 per hour.

**Hours:** 25 flexible hours per week.

**Contract:** 6 months fixed-term contract, subject to a probationary period of 2 months.

**Notice:** 2 weeks during probation, then 4 weeks.

**Holiday:** 8.75 days/70 hours of holiday across the duration of the contract.

**Breaks:** Staff's 25 hours of paid time per week includes 3 hours for lunches, and a 5-minute desk break every hour.

**Training:** Kickstart staff are entitled to up to £200 and up to 30 paid hours to spend on professional training or other personal development needs. Additionally, during their working hours staff will be required to participate in TWIN training at home, Lambeth council, and/or Jobcentre for one to two hours per week across the six months. This will include basic employability training including CV development, mock interviews, and completing several online modules.

**The Candidate's first three working days will consist of a series of inductions and preparatory meetings with HR and their Supervisor, to ensure they are fully equipped to fulfil their role to their best ability.**

**Closing Date:** [Noon Friday 12th of November 2021](#)

**Interviews Begin:** [w/c Monday 15th of November 2021](#)

**Estimated Start Date:** [w/c Monday 29th of November 2021\\*](#)

\* Open to negotiation  
w/c = week commencing

