

# Job Pack



**Job Title:** Front of House  
Services Assistant



This job is for **young people with learning disabilities** who want to work in the arts.



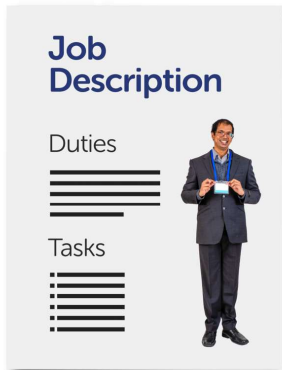
**You should only apply if:**

- You have a learning disability.
- Are aged 18-29



**You must also live in:**

Barnet, Brent, Camden, Ealing, Hammersmith & Fulham, Harrow, Kensington & Chelsea or the Cities of London and Westminster



**Job Title:** Front of House Services Assistant

**Working hours:** Part Time (24 hours per week)

**Contract:** 12 months

**Salary:** 14,360 pounds per year



**Location:**

Wac Arts,  
Old Town Hall,  
213 Haverstock Hill,  
London NW3 4QP



Wac Arts is a charity that helps children and young people join in the arts. They offer fun and creative classes and workshops for young people.





The **Front of House Services Assistant** is part of the welcome team at Wac Arts. They help build relationships with people who use the building.



This new role works with lots of different staff teams. It's great for someone who likes talking and working with others.



### **Job Tasks**

- Working on reception
- Answering the phone
- Setting up equipment
- Admin



### **Job Tasks**

- Help organise special events
- Welcome audience members
- Booking rooms
- Signing people in





## Person Specification

You will be good for this job if you:

- like to learn new things
- are helpful
- are polite and friendly



**You will be good for this job if you:**

- like to be busy
- are good with time
- can stay calm even if you have lots of work to do.



For this job, you get help at your interview and in the first 9 weeks of the job from a charity called **Pursuing Independent Paths.**



To apply please click the link below to complete our **online application form**





If you would like to apply by video or audio file. Please send your file to **[recruitment@wacarts.co.uk](mailto:recruitment@wacarts.co.uk)** answering the application form questions



If you need any help applying or would like to talk about the job, email [recruitment@wacarts.co.uk](mailto:recruitment@wacarts.co.uk)

