

Sheffield City Trust Person Specification



Job Title: Event Ticketing Assistant

Selection Criteria:

CRITERIA	STANDARD	ESSENTIAL/ DESIRABLE	MEASURED BY
Work Experience	Experience of working with a Ticketing system or similar computerised system	Desirable	Application form
	A proven track record in a customer service environment	Essential	Application form Selection process
Knowledge	Good knowledge of both Sheffield Arena and Sheffield City Hall venues	Desirable	Selection process
	Good knowledge of Office365 applications	Essential	Application form
Skills	Confident liaising with customers and clients by email, phone and in person	Essential	Selection process
	Willingness to work evenings, weekends and bank holidays as required on a casual basis	Essential	Selection process
	Positive and friendly attitude	Essential	Selection process