



JOB DESCRIPTION

Job Title:	Ticketing and Retail Assistant
Department:	Commercial
Reports to:	Ticketing and Membership Manager
Responsible for:	n/a
Location:	Edgbaston Stadium, Birmingham, B5 7QU
Contract type:	Hourly Rate

Job Purpose

Assist the Ticketing and Retail operational sides of the business on an ad hoc basis and mainly around match days.

Key Relationships

- Ticketing and Membership Team
- Retail Team
- Marketing
- Commercial
- Operations
- Ticket Factory
- Secutix

Role Profile and Key Responsibilities

Work schedules may include early mornings, evenings and weekends. Previous experience in customer service, retail or ticketing would be advantageous, but not essential as training will be given. Main responsibilities include:

- Assist with the delivery of the ticketing and membership programmes.
- Assist on match days delivery (customer services, box office, retail outlets).
- Assist with orders and deliveries at Store 94.
- Provide general assistance on an ad hoc basis to the Ticketing and Membership Manager and the Commercial Department.
- Any other work agreed between the Parties.

How To Apply

Please provide a cover letter and up to date CV to: tickets@edgbaston.com

Closing date: 21st May 2021



Warwickshire County Cricket Club



All candidates are encouraged to complete the Equal Opportunities Monitoring Form when applying. This will assist in monitoring selection decisions to assess whether equality of opportunity is being achieved, however, the provision of this data is entirely optional.

Any information collated will be treated as strictly confidential and will not be used in the short-listing process.

Equal Opportunities In Employment Policy Statement

Warwickshire County Cricket Club will ensure that all existing and potential employees receive equal consideration, and is committed to the elimination of unlawful or unfair discrimination on the grounds of gender, race, disability, colour, ethnic and national origin, nationality, sexuality, marital status, responsibility for dependants, religion, trade union activity and age (up to 65).

It is the intention of Warwickshire County Cricket Club that its work force, at all levels, should reflect the composition of the City's population. To achieve this Warwickshire County Cricket Club will take active and positive steps to eliminate discrimination, reduce the effects of past discrimination and to promote equality in employment.

