

**Temporary opportunity:
Customer Services Assistants
Required to work during Sheffield DocFest 2025
Fixed-Term Contract**

Shifts to be worked from Wednesday 18th to Monday 23rd June 2025, plus training session in the week before the festival starts.

Rate of pay: £10.00 per hour, or NLW (currently £12.21 per hour), if applicable (aged 21 and over)

Showroom Workstation is an independent charity, operating an integrated media arts complex with café/bar, conference and events facilities, four-screen cinema and creative industries managed workspace.

We are looking for fixed-term Customer Services Assistants (CSA) to work in our bar and cinema for the duration of Sheffield DocFest 2025. Duties will include checking admission tickets, escorting customers to their seats and ensuring that no unauthorised person is admitted to the auditorium and selling and serving food and drink in the bar, on the barbeque or in the deli area in the Work Station, specifically created for the Festival. Duties will also include general customer care, replenishing stock and keeping public areas clean and tidy throughout the Festival.

Successful applicants must be available to work shifts between Wednesday 18th to Monday 23rd June 2025. Shifts will be for approximately 8 hours and you will be rota'd to work between 8am and midnight.

Experience is an advantage but not essential - we're looking for staff with great people skills, a can-do attitude and with a passion for excellent service. Bar or barista experience would be helpful, but full training will be given to the right candidates.

We are inclusive employers and have in place a positive action plan, to increase the diversity of our workforce. We therefore encourage applications from people from Black, Asian, and Minority Ethnic diverse backgrounds and other diverse communities.

All applications must be made by completing our application form, which is contained within our job pack. We're sorry but we cannot consider CV's.

For more information and to download an application pack please visit:

<https://showroomworkstation.org.uk> and go to our job vacancies page.

or email our Reception Team: reception@showroomworkstation.org.uk

You can also call **0114 279 6511** and ask for a job pack to be sent to you or call in and collect one from us.

Closing date for submission of completed applications: Friday 23rd May 2025 at 12 noon.

Interviews will be held during the week commencing 2nd June 2025.

Completed application forms can either be emailed to reception@showroomworkstation.org.uk or posted

to Recruitment, Showroom & Workstation, 15 Paternoster Row, Sheffield S1 2BX. Alternatively, you can deliver it in person to the Workstation reception team.

Showroom Workstation, 15 Paternoster Row, Sheffield, S1 2BX

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