**Job Vacancy**

**Relief Town Hall Keeper**

Applications are invited for the post of relief Town Hall Keeper within the Municipal Buildings (Corn Exchange), Dorchester. This is an exciting opportunity to work with staff from Dorchester Town Council and Dorchester Arts to provide caretaking duties at the Municipal Buildings which host a variety of meetings, events, performances and other community activities at weekdays and weekends both daytime and evenings.

The successful candidate will be required to cover sickness and holidays and will be paid £10.98 per hour (pay rise pending) and membership of a contributory pension scheme is available. The successful candidate will initially be required to work 37 hours per week (including weekends and evenings) for a period of **two months** and then working on a casual basis as requested by the Venue Manager.

When on duty the person appointed will be responsible for the cleanliness and maintenance of the Municipal Buildings and preparing them for hirers. Experience of dealing with the public in person is necessary and a knowledge of sound and lighting equipment would also be an advantage. You may be required to undertake duties in the evening and weekend.

For more information about Dorchester Arts and the events that take place at the Municipal Buildings visit [www.dorchesterarts.org.uk](http://www.dorchesterarts.org.uk)

For more information about Dorchester Town Council, which is the organisation employing this post, please visit: [www.dorchester-tc.gov.uk](http://www.dorchester-tc.gov.uk)

If you would like an informal discussion about this job please contact Sam Wood, Venue Manager, Dorchester Arts 01305 266926.

**Application details can be downloaded here or by emailing admin@dorchester-tc.gov.uk or by telephoning 01305 266861.**

**Completed application forms should be returned by post or by email by 4.00pm on 31st May 2023.**

**Interviews will take place on either 7th or 8th June 2023.**

The Council is an Equal Opportunities Employer.