

RIALTO			
Naam functie	Volunteer register		
Amount FTE	0,08 FTE (6 uur per 2 weeks)	Auther	Chiara Messum
Department	Public services		
Reports to:	Volunteer coordinator/ Assistent-company manager		

Summary of the function

The volunteers at Rialto cinemas contribute to providing visitors with a welcoming and professional experience. The box office team ensures a friendly reception and handles ticket sales and reservations accurately, allowing visitors to start their cinema experience in a pleasant and smooth way. In addition, our volunteers support the organization of film screenings and events and help ensure that visitors feel welcome and can fully enjoy their cinema experience.

Main responsibilities

- Independently process box office transactions

Core tasks and responsibilities

- Operates the ticket box office and processes payments (card and cash)
- Checks tickets at the entrance to the screening rooms
- Assists visitors and helps them find their way around the cinema
- Assists visitors who require additional support
- Prepares screening rooms and carries out post-screening room checks, including light cleaning duties
- Identifies and reports any issues or technical malfunctions to the supervisor
- Maintains a calm and orderly environment during screenings (floor duty)
- Follows all safety procedures and house rules
- Contributes to a welcoming and positive atmosphere
- Assists with events, premieres, and special screenings

Knowledge and skills

- Supports light hospitality or front-of-house duties when applicable
- Friendly and service-oriented attitude
- Affinity with film and culture
- Team player with good communication skills
- Reliable and responsible
- Willingness to work evenings and weekends
- Professional and presentable appearance

Salary indication: *salary not applicable*