

Job Specification

Christmas Elf (Temporary), Winchester Science Centre & Planetarium - Winchester

Post title:	Christmas Elf (Temporary)
Hourly rate:	Age 16-20 £6.90, Age 21-24 £7.75, Age 25+ £8.25
Supervisor:	Innovation Officer
Event dates:	7, 8, 14, 15, 19, 20, 21, 22, 23, 24 December 2019
Staff training:	Evening session on 27 November (tbc) and full day 5 December
Hours:	10:15 am – 17:30 or 10:00-16:50 (depending on shift)
Deadline:	Rolling – please apply as soon as possible

Lunch break and regular short breaks will be given. Training and Christmas costume will be provided. All job offers are subject to references and a clear DBS check.

TO APPLY: Please email a completed application form available from www.winchestersciencecentre.org/vacancies together with a cover letter outlining your suitability for this role to Laura Ollis via lauraollis@winchestersciencecentre.org. For an informal conversation about this role please contact Dominic Grantley-Smith on 01962 863 791. Applications are accepted on a rolling basis so please apply at your earliest convenience.

1. Overview of our Christmas events programme

Winchester Science Centre is expanding its Christmas events programme to include a science-dinosaur themed Christmas experience. The experience will include a 30 minute hands on science gift making experience and an opportunity for children and their families to meet Santa. In addition, there will be a Dinosaur-themed planetarium show, dinosaur themed science shows, fossil handling and self-guided elf trail around the Science Centre exhibition.

2. The Role

Workshop elves are critical to providing a magical and memorable Christmas experience. At all times elves will be cheerful, helpful and happy to see and interact with visitors. An elf day is a busy one, setting up the workshop and keeping it clean, tidy and well stocked. Elves will be required to support the gift making activity and ensure that each family has time with Santa during the experience. Elves will need to have good initiative, remain calm under pressure and the ability to problem solve when necessary. Excellent customer service is essential for this fun and active role.

A knowledge of science, technology, engineering and maths **is not** required but the ability to name the reindeer is a must. There will also be an underlying theme of Dinosaurs however our dinosaur wranglers will be onsite to support your knowledge.

3. Specific Duties

- Greeting families with an enthusiastic smile
- Remain in character at all times whilst in costume
- Working with a script, improvising where appropriate
- Ensuring health and safety standards are maintained at all times
- Working within the team to keep workshops to time
- Help with set up, session turnarounds and clearing down at the end of each day
- Supporting Santa, ensuring family time with Santa is managed and timed

4. Person Specification:

Essential

- A passion for Christmas
- Excellent performance and communication skills
- Confidence communicating with children
- Strong team player
- Excellent time management skills
- Ability to work quickly and maintain good attention to detail
- Demonstrate good problem solving skills

Desirable

- Theatre experience – acting and learning scripts
- Experience of working in a team and with young people
- Experience of working with people of all ages and abilities