



# THE VIEW

FROM THE SHARD

## Job Description

The View from The Shard is a premium visitor attraction at the top of The Shard – the tallest building in London, offering visitors spectacular 360-degree views over the UK's capital for over 40 miles. We want talented people like you to join us and help make the future happen!

Job Title:	Guest Ambassador
Reports to:	Assistant Guest Experience Manager
Contract type:	Casual (Zero Hours). Hours are offered throughout the year covering weekends, evenings and bank Holidays
Pay:	£10.55 per hour

## The Perks

- 33 days holiday pro-rated (includes Bank Holiday Entitlement)
- Complimentary tickets to The View

## Role Purpose

You will work as part of the Front of House Team, guiding our guests through the journey to the very top of the Shard. You will captivate our audience to tell the story of London. You will be designated in areas such as the box office, the shop or in operational positions where you will direct our guests to the top of the shard.

## Your Responsibilities

- Welcome and provide premium quality customer service and guest engagement
- Seek every opportunity to interact with our guests, ensuring the expectations of their visit are exceeded
- Captivate a diverse audience to ensure their experience is unique and memorable
- Occasionally deliver Guided Tours at an exceptional standard to groups both large and small
- To ensure the attraction is constantly maintained to the highest standards of presentation by taking ownership and responsibility of areas of work
- Demonstrate a positive presence by being alert and aware of guests, presenting yourself to the highest standard demonstrating that you are approachable to other staff and guests
- Use initiative where possible to resolve any enquiries or difficulties that may arise during the day and escalate when required to the Duty Manager
- Support the managers with ensuring that costs are streamlined and there is limited wastage in the department
- Participate proactively in regular meetings and briefings with managers and colleagues
- Use telephones, radios, computers and other technology as required, to aid carrying out your duties
- Operate and maintain guest entertainment activities
- Achieve individual and team KPIs as set by the management team

- Deputise for the Duty Manager if required
- Support other departments within the attraction if required

### **Commercial Awareness**

- To ensure that income generation activities are maximised by advising guests on our product range and ticket sales options
- Provide suggestions for increasing revenue generation or for creating new revenue generation streams
- Take responsibility of a designated area; monitoring stock levels and ensuring all items are displayed correctly
- To actively upsell ticket upgrades or merchandise to guests
- Support marketing campaigns by being up to date with any offers or initiatives and help to promote whilst on site or in the local area including carrying out leafleting duties
- To efficiently process transactions; handle cash, complete credit/debit card payments when selling tickets and merchandise to guest purchase points
- Take part in regular stock takes throughout the year as per audit requirements
- Minimise stock loss, ensuring correct procedures are followed and staying vigilant
- Support the managers with ensuring that costs are streamlined and there is limited wastage in the department
- Be aware of all promotional activity and offers

### **Health & Safety**

- To undertake Health, Safety and Fire responsibilities
- Ensure compliance with Shard Health and Safety procedures
- Fully reporting any instances of a breach of safety regulations, any incidents or near misses to the management team.
- To safeguard the security of the building, including observation and first response to incidents.
- Undertake queue management responsibilities and adhere to evacuation procedures in order to ensure the safety of guests and staff.

### **Your Skills and Experience**

- Knowledge and passion for London
- An enthusiastic and theatrical manner to promote excitement and anticipation
- Experience of encouraging and maximising sales and achieving targets
- Exemplary personal presentation standards
- Experience of working in a premium attraction or hospitality venue
- Experience in serving guests at purchase points; handling cash and credit or debit card payments
- Ability to proactively approach and engage with guests and staff
- Excellent communication, customer service and influencing skills, communicating clearly and confidently in English to a diverse group, verbally and in writing
- Is committed to customer service; anticipates and is proactive to customer needs
- Self-motivated with the ability to work effectively in a team and individually

### **Desirable:**

- Knowledge of Microsoft Office software (primarily Outlook, Excel & Word)
- Knowledge and understanding of the Equalities Act 2010
- Knowledge of good health & safety management practice
- Knowledge of commercial operations and effective sales strategies
- Builds effective relationships with stakeholders

- The ability to communicate in a second language
- Experience of supporting emergency situations, including evacuations
- Experience in operating EPOS and/or electronic ticketing systems, including cash handling responsibilities
- A current first aid qualification

**Other**

- Occasional travel may be required to attend industry events, training etc.
- There is a need to be flexible with working hours and on occasion's work out of normal working hours to assist operational demands
- Applicants must be aware that physical activity, such as standing for long periods of time and manual handling, will be part of their daily duties. Training will be given to all of those who have not completed a manual handling course
- Applicants are expected to work for long periods in outdoor areas