



Hopetoun House is one of Scotland's finest Stately Homes and is managed by the Hopetoun House Preservation Trust. The Trust's purpose is the preservation and conservation of the house, its contents and immediate grounds together with facilitating public access and making educational use of Hopetoun. Hopetoun currently welcomes around 50,000 visitors per year and is graded as a 5 Star attraction by Visit Scotland.

Part-time Ticket Office/Shop Assistant

Hopetoun House is looking for a part-time sales and ticket office assistant to work as part of our Visitor Services Team.

Hours of Work and Rate

The post is a job share over 3 days Wednesday, Thursday and Friday from 10.00am to 4.30pm.

Rate: £7.50 per hour.

This is a seasonal post starting early April and finishing in late Sept 2017.

You will be Hopetoun's initial point of contact for all visitors. You will be expected to deal courteously and efficiently with the general public at all times and to familiarise yourself with Hopetoun so that you can confidently answer questions about its facilities and forthcoming events.

Duties include the following:

- Greeting and welcoming our visitors
- Sale of entry tickets, guidebooks and shop merchandise using an EPOS till
- Responsibility for money handling/floats and related administrative requirements
- Balancing daily sales to cash and credit/debit card income
- Presentation of the retail area and stock

The post-holder must be self-motivated with first class interpersonal skills. He/she must have an outgoing, confident and friendly personality being able to work both under direction and on own initiative. An interest in heritage/visitor attractions/hospitality would be an advantage although not essential as would experience in EPOS tills, cash handling, shop or visitor attraction experience. Full training will be given.

There is no public transport near Hopetoun, so own transport is essential.

Interested? Email us and tell us a bit about yourself, why you'd like this job and why you're suitable, please also attach your CV.

Email: finance.officer@hopetoun.co.uk