**PERSON SPECIFICATION - DISTRIBUTION CO-ORDINATOR**

**Skills**

* Excellent verbal communication skills
* Computer literacy
* Excellent networking skills
* Excellent organisational skills
* Excellent attention to detail
* Excellent time management
* Good research skills

**Qualities**

* Desire to work and ability to thrive in a fast paced, energetic and demanding environment
* Excellent communicator with the ability to engage with a wide range of personalities and backgrounds and enjoys talking to potential customers people face to face
* Flexible and creative approach to work
* Highly organised and self-motivated
* An interest in comedy, music and theatre
* Friendly and approachable
* Able to understand and follow verbal instructions and written briefs efficiently and thoroughly

**Experience**

* Previous experience working in an arts or entertainment venue is desired but not essential
* Previous experience communicating with members of the public for promotional purposes is desired but not essential