



Position	Bar Manager	Start Date	June 11, 2018 - flexible
Direct Report	Kate Piatt-Eckert, Executive Director	Schedule	20 hours/week, predominantly evenings

Summary

Reporting to the Executive Director the Bar Manager will be responsible for establishing and overseeing beverage service operations in Steep Theatre’s new lobby bar and cabaret venue.

Job Description

Steep Theatre Company seeks a proactive and customer-service-oriented Bar Manager to join its administrative team. The ideal candidate is organized, friendly, and hard working with strong communication skills and a love of live theatre. Steep Theatre prides itself on being a wonderful place to make and see theatre, and the Bar Manager will play a vital role in creating a welcoming environment while managing all of the logistics of beverage and concession service. As it expands its physical space and patron experience by opening a new cabaret-style venue adjacent to its storefront theatre, Steep is in a thrilling period of artistic and organizational growth. This position will help to facilitate this growth while maintaining Steep’s commitment to exemplary customer service.

Primary Responsibilities

- Bartending 2-3 shifts per week in Steep’s new lobby bar and cabaret venue
- Supervising and educating additional bar staff
- Maintaining a point of sale system and ensuring accurate entry and reporting
- Managing purchases and inventory
- Ensuring adherence to health and safety procedures and liquor license and insurance requirements
- Engaging patrons with a genuine welcoming spirit
- Coordinating with the box office to create a uniquely welcoming patron experience at main stage performances
- Overseeing the patron experience at cabaret performances and during non-performance hours
- Maintaining the venue for safety, cleanliness, and presentation

Qualifications

- Weekend and evening availability required
- At least one year of experience in restaurant/bar management preferred
- Experience with bar operations, point of sale systems, cash handling, and inventory management
- BASSET certified
- Ability to work independently and as part of a team
- Flexibility and a genuine enthusiasm for developing new systems
- Reliability, accountability, and keen attention to detail
- Ability to confidently solve problems in unpredictable situations
- Superior organization and time-management
- Commitment to an equitable work environment, including but not limited to use of gender inclusive language, cultural sensitivity, racial equity, and accessibility for people with disabilities

Compensation

Competitive hourly wage

To Apply

Send a resume and cover letter to info@steeptheatre.com. Include “Bar Manager” in the subject line. All documents should be in PDF format.

Steep Theatre is interested in receiving applications from a broad spectrum of people and is committed to creating an inclusive and equitable theatre-making environment.