



JOB POSTING

## Bar Manager (Part-time)

We're looking for a Part-time Bar Manager and we're hoping that person is you! Now it is an exciting time to join our growing company!

### About Us

The Arts Club Theatre Company is Canada's largest year-round not-for-profit theatre company. Now in our 60th season, the Arts Club offers the best in professional theatre and has staged over 630 productions. Arts Club is grateful to have our offices, rehearsal halls, workshops, and theatres on the unceded, ancestral and traditional shared lands of the Coast Salish Peoples, in particular the *xʷməθkwəy̓əm* (Musqueam), *Sḵwx̱wú7mesh* (Squamish), and *Səlilwətaʔt* (Tseil-Waututh) Nations.

We are British Columbia's largest non-profit cultural employer- hiring more than 500 artists, staff, and crew to stage up to 20 shows annually. We educate and cultivate students and theatre lovers of all ages—over 2,500 people engage in our education and professional development programs annually. We support artists and other arts organizations through professional engagement activities, believing firmly that an investment in the industry benefits all. We are a major economic driver in the areas surrounding our venues—our theatres attract a quarter million theatre patrons to dine and shop in the South Granville, Olympic Village, and Granville Island neighbourhoods.

In addition to its productions, the Arts Club has bar operations in each of the Arts Club's three theatres: the Stanley Industrial Alliance Stage, the Granville Island Stage, and the Newmont Stage at the BMO Theatre Centre.

### Our Mission

To inspire and nurture artists and audiences through cultural experiences that are engaging, thought-provoking, and artistically innovative.

### Our Vision

A community that, through storytelling, is inspired to reflect on who we are and who we can be.

### Our Values

- ❖ **Determination** We have the drive to continue to move forward, with a respectful nod to our tenacious past and a fearless embrace of our future. It is through this forward momentum that we ensure we are the artistic leaders of our community.
- ❖ **Curiosity** We have a strong desire to know more; about ourselves, our art, and our patrons. This spirit is reflected in our willingness to make room for diversity of thought. This exploration of different viewpoints and ideas is reflected in our engagement with each other, with our art, our peers, and our community.
- ❖ **Creativity** We use our imaginations to explore our artistic practice and champion innovation in all the work that we do. We believe in the depth of our local talent and use our resources to showcase it.

- ❖ **Comradery** We interact with each other with good-fellowship and levity. Our spirit of generosity and warmth is seen in our empathy towards each other, our artists, our patrons, and our community. This allows us to embrace differences and makes us stronger.
- ❖ **Safety** The health and well-being of each other and our community informs our work and creates a safe, inviting, and inclusive space for all who enter and interact with us. We commit to constantly review our practices to ensure they are anti-racist and non-discriminatory. We are fiercely dedicated to being an organization that continually respects, champions, and uplifts underrepresented voices in all jobs.

We also strive to provide a safe work environment, both physically and mentally, and we have made ongoing commitments to inclusion, anti-racism and anti-oppression. We want the stories we work together to tell to have nuanced and varied perspectives.

## JOB SUMMARY

Reporting to the Director of Guest Experience, the Bar Manager is responsible for the day-to-day management of the concession bars at all Arts Club Theatre Company theatre venues.

The right candidate is proactive, helpful, outgoing and can help ensure that the bar operations enhance the overall guest experience while contributing a significant source of revenue to the theatre company.

We are looking for someone with a track record providing leadership and support to guest experience staff. The right candidate will have experience with scheduling, inventory control, and financial management is essential.

This is a permanent, part-time position. Prior experience working with or leading in a unionized environment is an asset.

## DUTIES AND RESPONSIBILITIES

- Leading, supervising, and supporting all bar staff.
- Overseeing and managing the operational needs of a busy bar operation.
- Responsible for assessing staffing needs based on a number of events.
- Scheduling accordingly in compliance with the governing collective agreement and payroll reporting on a weekly basis.
- Recruiting, hiring, training, and coaching staff to be “guest focused”.
- Liaising with Unifor and attending union meetings as needed.
- Working with Director of Guest Experience to increase quality and profit margin at theatre bars.
- Overseeing the management, restocking, and reporting on all inventory and supplies.
- Maintaining and negotiating contracts with all suppliers and partners.
- Overseeing the budget of the bar operations.
- Ensuring a clean and safe workplace.
- Complying with all food and beverage regulations.
- Ensuring all equipment is working efficiently and is maintained.

## SKILLS AND COMPETENCIES

- Energetic and resourceful.
- Excellent customer service skills.

- Excellent time-management and prioritization skills.
- Positive attitude and excellent communication skills.
- Ability to motivate and lead a team to deliver an exceptional guest experience.
- Ability to inspire, lead, and manage a team of diverse staff members.
- Ability to manage inventory and create invoices and receipts.
- Proficiency in Microsoft Office applications including Excel, Word and Outlook.

## QUALIFICATIONS AND EXPERIENCE

- Three years of experience working in a management position within the hospitality, food service or related industry.
- Experience hiring, training, and managing staff.
- Extensive beer, spirit, wine, and food knowledge.
- Experience with point of sale and inventory software. Experience with Square and Backbar is an asset.
- Valid Serving it Right, Food Safe, and Level 1 First Aid Certification.
- Passion for live theatre.

## BENEFITS

- Employee Health Benefits: Extended Health Care and Dental Care
- Vacation pay starting at 6%.
- 10 paid sick days or personal days off.
- In addition to stat holidays, the Arts Club is closed on Easter Monday, Christmas Eve and Boxing Day.
- 4 Complimentary tickets to every production.
- Invitation to dress rehearsals.
- Invitation to first rehearsal, and other artistic initiatives.
- Discount on all bar and concession items in our venues.

## ADDITIONAL DETAILS

**Salary:** \$25 per hour.

**Expected start date:** As soon as possible.

**Employment Type:** Part-time (24 hours per week).

### How to apply?

The Arts Club is fiercely dedicated to being an organization that continually respects, champions, and uplifts underrepresented voices in all jobs; and we strongly welcome and encourage those who self-identify as coming from underrepresented communities to submit.

If this role sounds exciting and you'd like to learn more, please send your resume and cover letter to [humanresources@artsclub.com](mailto:humanresources@artsclub.com), with the subject: Bar Manager– Arts Club Theatre Company.

Access and inclusion are deeply important to us. For those who have barriers to access to any part of our process as laid out, please don't hesitate to reach out to us and we will happily work with you to create a process that is accessible to you.

To enhance accessibility, you are also welcome to submit your application in one of the following formats: Word Document, PDF Document, Audio File, Video File, request a face-to-face Zoom application process, or suggest a format that is more accessible to you.

**Application Deadline:** Open until filled.

We thank all who express interest in this position; however, only those selected for an interview will be contacted. The Arts Club Theatre Company is an Equal Opportunity Employer and hiring decisions are based solely on the merits of the candidates and needs of the "Society".