



THE CENTER FOR THE ARTS

Since 2000 The Center for the Arts - a 501(c)(3) nonprofit arts organization - has grown into a leading presenter of music, dance, theater, comedy, literary and visual art, and family programming, offering more than 150 events per year from its location in downtown Grass Valley. The Center completed a major renovation of its multi-use facility in downtown Grass Valley in 2020, making it a premier performing arts destination. The venue includes the Main Stage, which accommodates up to 492 guests in configurable theater seats and up to 700 patrons for dance shows, and a 90-seat black box theater.

TITLE: Bar Manager

REPORTS TO: Front of House Manager

JOB PURPOSE: This position oversees all bar operations for all Center events.

DUTIES and RESPONSIBILITIES:

- Manage and oversee all bar events, including scheduled off-site events
 - Work to ensure customer safety and satisfaction
 - Comply with all county COVID-19 guidelines and health department regulations
- Order and control all bar inventory and maintain appropriate levels of stock for all bar supplies
 - Develop and maintain a tracking system to monitor usage and assist in planning future events
 - Create and update bar menus
 - Maintain and develop supplier/distributor relations
 - Work closely with development staff to secure trade agreements with local wineries and breweries
- Manage and train all bartender volunteers and bar personnel
 - Provide training and supervision of volunteers
 - Develop and update a bar training manual
 - Make sure bar help has current food safety certification
- Ensure compliance with all Alcoholic Beverage Control rules and regulations
 - Update postings and observe all requirements of the ABC
- Prepare Square reports and provide analytics and recommendations
 - Create audit reports, board information reports, and conduct data analysis

QUALIFICATIONS:

- At least four years bartending experience
- Outstanding customer service skills
- Excellent written and verbal communication skills required
- Must be able to multitask
- Must be able to handle high volume, fast paced bar service
- Full comprehension and use of Google Drive, Microsoft Office, and square
- Practical problem solving and basic math skills required
- Ability to train and work with volunteers
- The ability to use various ticketing programs including PatronManager or Salesforce is a plus
- Bar Manager Certification (can be completed after hire)
- Must be able to lift and carry up to 35 lbs. and work on feet for up to 8 hours.



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HOURS

Part Time : Approximately 20-25 hours per week. After COVID restrictions are lifted the position will be reviewed regarding the possibility of needing it to be full-time.

Time varies based on event needs. Some evening and weekend hours will be required.

This is a hands on, non-exempt, customer facing position.

TO APPLY

Email cover letter and resume to hr@thecenterforthearts.org.