

JOB OPPORTUNITY:

Art Bar +Projects Manager



REPORTS TO: NSCAD Alumni Association Art Bar Committee Chair in concert with Anna Gallery Staff

LOCATION: HALIFAX, NS

JOB TYPE: Part-time 12-15 hours per week

We are seeking an Event Space/Bar Manager who can work approximately 12-15 hours a week, with 8 regularly-scheduled hours per week dedicated to booking events, showing interested parties the rental space, promoting events, scheduling bartender shifts and completing paperwork. Must be available via phone, text or email during non-scheduled hours to reply to urgent bar staff or booking enquiries.

Experience behind the bar will be considered an asset. Smart Serve, First Aid, Food Handlers, WHIMIS, and First Aid certificates will also be considered assets.

TO APPLY Please include your resume as well as a brief description of your related experiences to both president@nscadalumni.ca & vicepresident@nscadalumni.ca

EDUCATION: Post-Secondary School (Preferred)

LANGUAGE: English (Preferred)

CORE ACCOUNTABILITIES:

- **Provide general oversight of Bar and Beverage operations**
- **Provide general oversight of Event Bookings operations**
- Manage bar staff scheduling, payroll, and administrative tasks
- Manage event scheduling including responding to booking requests, soliciting bookings, ensuring events are added to the event calendar and scheduling bartenders/staff as required for events
- Oversee beverage ordering, costing, inventory (wine, spirits, beer, etc.), lead beverage inventory counts
- Oversee Square debit, credit, cash & desposits
- Liaise with Anna Gallery Staff regularly to ensure balance between community and educational bookings
- Ensure commitment of all staff and patrons to our Safe Spaces policies
- Ensure ongoing support and training for bartenders and knowledge database for all staff
- Engage with suppliers and distributors to secure optimal pricing and selection for bar offerings
- Conduct staff evaluations, implement policies as required
- Maintain and ensure compliance with rigorous cleanliness
- Maintain consistent communication with staff to ensure event set-up is completed as required (chairs, tables, AV etc.)
- Assist with permits and licenses

QUALIFICATIONS:

- Minimum 1 year experience in bartending/bar management positions
- Serve Right certification an asset
- Positive attitude and excellent organizational, communication, and interpersonal skills
- Responsive and proactive - excited to build the reputation of Art Bar +Projects space
- Ability to motivate staff with positive support and offer feedback in a straightforward but constructive manner
- Ability to engage with the community to build event bookings
- Knowledge of beverage selections (wine, beers, spirits, cocktails, non-alcoholic)
- Ability to work flexible hours – weekends, evenings, late night and holidays as required

Physical Demands:

- Ability to spend long hours moving around, walking, sitting, standing, kneeling, reaching
- Exerting up to 50 lbs of force occasionally, and/or up to 25 lbs of force frequently or constantly lift, carry, push, or otherwise move objects
- Ascending or descending stairs and ramps
- Occasional kneeling, pushing, pulling, lifting