

Pavilion Theatre, the Municipal Theatre for Dún Laoghaire-Rathdown, is now seeking applicants for the following position:

### **Part-time Bar and Front of House Duty Manager**

This is a part-time role firstly as bar manager, and then supporting the Front of House team as a duty manager as needed. It is a job suitable for an enthusiastic and self-motivated individual who is interested in a customer focused and event management position, working independently during evenings and weekends, as required.

#### Duties and Responsibilities include but are not limited to:

- To be proactive in all aspects of the Bar operations, including input into product selection, contributing to the development of the bar, promoting sales and meeting targets.
- To ensure that bar opening, closing and cashing up procedures are carried out as instructed, and that all financial reporting procedures are accurate and secure at all times.
- To manage the other bar staff and ensure that all bar staff are working to a high and acceptable standard.
- To monitor all stock levels, place orders, and deal with any shortages or other problems.
- To create a positive and welcoming environment and atmosphere for all patrons during their time in Pavilion Theatre
- To support the Front of House team during show times, as needed
- To fully manage and coordinate the Front of House team, including volunteers, for certain performances
- To demonstrate strong and effective leadership and management in the Front of House area
- To implement Pavilion Theatre's policies and procedures
- To ensure the bar area, Front of House and auditorium are welcoming, presentable and safe at all times.
- To promote our products at the bar and advise customers of their choices.
- To be available to work evenings and weekends (occasional daytime shifts) on a weekly rota by agreement with the Operations Manager

#### Personal Specifications

- Minimum of 1 year working in a supervisory or management capacity in the bar/events industry
- Very high standard of customer service and professionalism
- Accountability and reliability with cash handling
- Demonstrated track record of Event Management
- Ability to work under pressure
- Excellent communication, organisational and strong decision making skills
- Health and safety
- Preferably HACCP trained

Pavilion Theatre is an Equal Opportunities Employer.

Applications including detailed CV and cover letter to:

Niall O'Connell

Operations Manager

Pavilion Theatre

Marine Road

Dun Laoghaire

Co. Dublin

Or

[niall@paviliontheatre.ie](mailto:niall@paviliontheatre.ie)

Closing date for applications Wednesday 24<sup>th</sup> August, 5pm

Start Date: Beginning of September 2016

