



## **NIGHTJAR FESTIVAL POSITION DESCRIPTION**

Title: Bar Manager  
Contract: Casual  
Reports to: CEO, Operations Manager  
Positions reporting: Bar Staff

### **JOB DESCRIPTION**

Manage all bars within the venue, ensuring their smooth operation for the entire event duration.

### **RESPONSIBILITIES**

- Collect radio and high vis vest from sign-on area
- Set up all bars for service, including cleaning of taps and service areas
- Ensure bars have sufficient equipment – plastic glasses, etc
- Ensure bars are fully stocked with product, including beer, wine, ice, water etc – Utilise busboy to move stock and supplies
- Ensure liquor licenses are on display in bar areas
- Ensure staff have arrived, and are aware of their roles
- Set up and maintain registers throughout the night
- Ensure any cash on site is secure. Remain with cash until collected (Cash will be collected throughout the course of the evening)
- Ensure areas around bars are safe for public, and all stock, equipment is stored out of public view/areas
- Inform Event Control when bars are ready for service – 4pm
- Ensure bars run smoothly during the event
- Ensure staff are getting breaks, rotating staff between bars, if necessary
- Report any issues to Event Control
- Report any suspect behavior to Event Control
- Pack up all infrastructure within designated area ready for site crew bump-out

### **EXPERIENCE**

- Must have current RSA certificate
- Must have previous experience managing a bar
- Experience in staff management highly desired
- Must be experienced with alcohol service
- Previous event experience desired but not essential
- Experience in a fast-paced environment