



BAR MANAGER JOB DESCRIPTION & PERSON SPECIFICATION / Punchdrunk

Responsible to: Producers

Key relationships: Show operation teams, heads of departments

Salary: Up to £750 per week depending on experience

Contract: Fixed-term contract, one year (with opportunity for extension)

Deadline for applications: 12pm Monday, November 8th by email, with the subject "Bar Manager" to workwithus@punchdrunk.com.

OUR HISTORY Formed in the UK by Felix Barrett in 2000, Punchdrunk has pioneered a game-changing form of immersive theatre in which roaming audiences experience epic and emotional storytelling inside sensory theatrical worlds. Blending classical texts, physical performance, award-winning design installation, and unexpected sites, the company's infectious format rejects the passive obedience usually expected of audiences. Our award-winning productions invite audiences to rediscover the childlike excitement and anticipation of exploring the unknown and experience a real sense of adventure. The company's international production, *Sleep No More*, has celebrated 10 years of its extended run in the USA. In December 2016, a redeveloped version of the production opened in Shanghai and continues to run. *The Third Day*, a six part TV drama and theatrical broadcast created by Dennis Kelly and Felix Barrett aired on Sky and HBO in 2020. Punchdrunk has also announced a partnership with gaming giants Niantic.

Punchdrunk's award-winning productions include *Faust* (in collaboration with the National Theatre, 2006), *The Masque of the Red Death* (2008), *Tunnel 228* (in collaboration with The Old Vic, 2009), *It Felt Like A Kiss* (with Adam Curtis and Damon Albarn, Manchester International Festival, 2009), *Sleep No More* (with the American Repertory Theatre, Boston, Mass., 2009), *The Duchess of Malfi* (with ENO, 2010), *The Crash of the Elysium* (Manchester International Festival, 2011) and *The Drowned Man: A Hollywood Fable* (with the National Theatre, 2013).

THE ROLE

Job Description and Responsibilities

Punchdrunk is seeking an experienced and proactive Bar Manager for the build and running of the bars on our next show, *The Burnt City*. The successful candidate will work with the show operation teams to create and manage a site specific bar to run in conjunction with the production. They should possess outstanding communication and interpersonal skills, be observant and able to think critically and efficiently, with the ability to maintain a calm and positive attitude in a busy environment.

The Bar Manager is key in setting up the processes and procedures for all bar related tasks required for the operation of the show. The ideal candidates will have experience and knowledge of the working practices of a bar and all that is necessary to ensure its overall management and profitability. Experience and/or interest in working in a theatrical or music based environment along with strong awareness of practice within a major live events organisation is highly desired.

Responsibilities:

- Assist on the build and creation of bespoke bars, taking instruction from the Production and Venue teams, ensuring all requirements specific to the structure of the event are facilitated
- Develop and implement processes and procedures for the day-to-day operation.
- Oversee all facets of stock purchase and control within budget
- Responsible for all cash handling and reconciliation of accounts and day to day monies
- Coordinate with internal departments making sure all financial tracking procedures required are implemented
- Maintain licenses and vendor contracts.
- Setting and enforcing quality and safety control
- Document and provide support with maintaining schedules, spreadsheets and other records, thus guaranteeing a high level of service and performance at all times
- Hiring, inducting and managing all staff including upkeep of a rota system to ensure the bar is suitably staffed at all times in line with the predicted business as per the performance schedule
- Maintain all bar equipment through proper cleaning and service and notify the venue manager of any maintenance issues with the bar or public areas
- Assist with the planning and execution of special events within the bars
- Attend training as required and arrange suitable training for staff as required
- Ensuring a fun, safe and conducive environment at all times

Person Specification

Essential

- At least two years experience of working in a similar role
- Hold a Personal License

- Experience managing stock and vendors
- Cash handling and understanding accounting principles
- Ability to work in harmony with a busy theatrical production across the full site
- A problem-solver with a can-do, positive attitude with the ability to communicate in a professional and friendly manner
- Experience hiring, training and managing staff
- Ability to carry out and delegate a variety of tasks, including heavy lifting for the duration of shift
- Remain calm and level-headed under pressure
- Ability to undertake administrative work to a high standard, with proficient Microsoft Office skills and ability to learn new systems and processes
- Strong organisational and time management skills with ability to prioritise
- Willingness to work during peak hours, including nights, weekends and holidays

Desirable

- An interest in Punchdrunk's work
- Experience of working in a commercial theatrical environment

EMPLOYMENT TERMS

Fixed-term contract (one year)

•TOIL provision

Pension contribution, following completion of probation period

20 days holiday per annum + UK bank holidays

Place of Work: Punchdrunk's home in Woolwich

Due to the nature of this role evening and weekend work is required

Up to £750 per week, depending on experience

NOTES TO APPLICANTS If you are called for an Interview you will be required to sign a Punchdrunk Non-Disclosure Agreement in advance of the meeting.

All applicants must be eligible to work within the UK.

HOW TO APPLY To apply, please submit your CV and a brief statement (maximum 2 A4 sides) describing your suitability for the position and *specifically* how your experience matches the person specification.

Applicants should provide contact details for two references and we will seek your permission before making direct contact with any referees. Please note that it is likely we will seek to take up 1 reference for candidates progressing to second interview, prior to making an offer.

Please submit your application by email, with the subject "Bar Manager" to workwithus@punchdrunk.com by 12pm on Monday, November 8th. Shortlisted candidates

will be notified from there.

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As an Equal Opportunities Employer, Punchdrunk welcomes applications from all sectors of the community, regardless of gender, age, race, sexuality or disability and makes appointments based solely on ability to fulfill the duties of the post. Candidates who are shortlisted for interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

Recruitment timeline:

- Deadline for applications: 12pm, Monday 8th November 2021
- Interview: November 2021
- Contract commences: February 2022