

JOB DESCRIPTION

Post Title: Volunteer Bar Manager

Job Purpose:	To manage all aspects of organising and running a small bar at Lichfield Arts' concerts and in-house festivals (L2F and Blues & Jazz)
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Responsible to: Lichfield Arts' trustee with responsibility for volunteers.

Key Relationships: Other bar volunteers, Trustees, Office Manager, Lichfield Arts' festival teams, relevant external suppliers.

Location: A mix of on-site (normally at Lichfield Guildhall) whilst bars are operational plus remote at other times, with the occasional need to attend Lichfield Arts' office in Lichfield and meet suppliers.

Contract type: Voluntary.

Hours: Approx. five hours per week for admin plus actual bars worked.

Overview

Lichfield Arts is a small but well-established charity that plays an integral role in the delivery of music and the arts in Lichfield District. The volunteer bar manager is responsible for ensuring the smooth administration and running of a small bar at our concerts and in-house music festivals, all of which normally operate out of the Lichfield Guildhall.

Scope

- Included: bars provided at Lichfield Arts' concerts, the L2F Festival Of Folk and the Blues & Jazz Festival, with these typically amounting to thirty bars each year.
- Excluded: Lichfield Arts' beer festivals, bars provided at external events such as Fuse and Shakespeare In The Park, private bars run on behalf of Lichfield City Council and maintenance of the Guildhall bar – although the successful post holder is not restricted from assisting with any of these.

Main Duties and Responsibilities

- Assist Lichfield Arts' office manager and volunteer trustee in expanding the pool of bar volunteers.
- Ensure all bar volunteers have suitable training through on-the-job learning, including cellar familiarity.
- Assist Lichfield Arts' office manager in sourcing bar volunteers for each event using the volunteer database. In so doing:
 - Ensure a bar volunteer is available to set up each bar before it opens.
 - Ensure sufficient staff are available to run the bar whilst it is open.

- Ensure a senior team member is tasked with completing a stock order form and passing it to the event chief steward at the end of the bar.
- Be part of the bar team at the majority of the bars.
- Order stock on a weekly basis for all events based on stock order forms (including those submitted by the manager of private bars run by Lichfield Arts) and expected future audience numbers, ensuring stock levels are appropriate and in so doing taking advantage of relevant special deals offered by suppliers.
- Work closely with volunteers managing other aspects of Lichfield Arts bars as listed under scope above.

Person specification

Essential skills and experience:

- Good hands-on experience of running bars.
- Good customer and staff relations.

Desirable:

- Music lover.
- Experience of cellar management.

Personal qualities:

- Team player.
- Proactive.
- Flexible.
- Ability to support and enthuse others and maintain a professional image.

Other points

This role is suitable for job sharing – e.g. a couple with experience of running a bar.