

CAL SHAKES

Position Description
Bar Manager
Part-time Seasonal Non-exempt

The Opportunity

California Shakespeare Theater (Cal Shakes) is looking for an enthusiastic and customer service driven bar manager to provide a wonderful guest experience at our beautiful outdoor amphitheater situated in the majestic hills of Orinda. The successful candidate, in addition to making excellent classic and specialty cocktails, will demonstrate thoughtfulness and creative thinking while meeting customer needs and working with a diverse and dynamic team. This is a part-time, seasonal, hourly position that lasts from May to October. The position reports to the House Managers.

The Organization

Cal Shakes is an award-winning, nationally recognized regional theater, with offices in Berkeley, an outdoor main stage performance venue in Orinda, and community programs throughout the Bay Area. Cal Shakes expands access to and relevance of the arts by fostering a participatory culture among a diversity of audiences, artists, and learners throughout the Bay Area.

California Shakespeare Theater has an inclusive work environment and actively embraces a diversity of people, ideas, talents, and experiences. We highly encourage people of color, individuals with disabilities, and other historically underrepresented groups in our community to apply.

Our Mission

Cal Shakes redefines the classical theater for the 21st Century, making works of extraordinary artistry that engage with our contemporary moment so we might learn about ourselves and each other in the fullness of our world.

Qualifications and Skills

Candidates should enjoy working in a creative, collaborative, fast-paced environment. Successful candidates will be:

- **Comfortable in a diverse workplace.** Working at Cal Shakes requires flexible thinking and respect for all kinds of people. Diversity encompasses race, gender, ethnic group, culture, age, personality, thinking style, education and background.
- **Assertive, capable and able to think ahead.** Applicant should be excited to jump in and “own” the bar: develop innovative show-themed drink recipes and names, manage inventory, be responsible for stocking the bar, as well as train other bartenders on nightly duties. Applicant should own or have access to a car in order to fulfill required inventory restocking duties. Applicant should have two or more years of experience, ideally with a theater background, and experience using Square.
- **Proactive, flexible, self-disciplined and reliable.** Our ideal candidate anticipates problems, comes up with solutions, and hands them off to our House Manager for review then implements them; and can handle unforeseen complications as well as frequent interruptions.
- **A strong, positive communicator.** The position requires frequent interaction with the public. In addition, since the amphitheater is in Orinda and the administrative offices are in Berkeley, the bartender must be able to communicate clearly with the House Manager via telephone and written communication. You should be comfortable advocating for what you need and flexible enough to handle compromise.

- **A lover of the outdoors.** This is an outdoor venue with three acres of picnic grounds, paths, a living roof, pistachio trees, and more to maintain—and enjoy! You will also need to be able to lift up to 25 pounds and walk on uneven ground. We're on park land owned by EBMUD.
- **Able to stay within a budget.** As a nonprofit we have limited resources; our ideal candidate can anticipate that, work within a small budget and come up with creative solutions to stretch that budget.
- **Technically skilled.** You should have proven experience working as a bartender with an excellent knowledge of in mixing, garnishing and serving drinks. You should also be able to keep the bar organized, stocked and clean.

Essential Duties and Responsibilities

Include, but are not limited to:

- Purchase, stock, and replenish bar inventory and supplies.
- Prepare alcohol or non-alcohol beverages. Interact with customers, take orders and serve drinks. Assess customer needs and preferences and make recommendations. Mix ingredients to prepare cocktails. Check customers' identification and confirm it meets legal drinking age.
- Plan and present bar menu including creating custom show-themed cocktails.
- Keep the bar and seating area clean and beautiful at all times. Comply with all food and beverage regulations.
- Stay guest-focused and nurture an excellent guest experience.
- Train other bartenders on duties.
- Stay within the budget set by the company.
- Report inventory levels on a regular basis.
- Do nightly sales reports and balances.

Special Environmental Factors

- Position requires afternoon and weekend hours, primarily at our outdoor Amphitheater in Orinda.
- Efficient execution of the job during the season will require that the employee own or have access to a car in order to get necessary supplies to keep the bar stocked.
- The position may require pre-season administrative duties at the Berkeley office or remotely by computer.
- *At the Bruns Amphitheater:* extended standing, walking on uneven ground (hills, gravel, and rocks), working outdoors with limited protection from weather for extended periods of time.

This position starts May 15, 2017, and is a part time seasonal position of 25-36 hours per week, with occasional weeks off.

Supervision: This position reports to the House Managers

Compensation: \$14-15/hour plus tips

Application: Email your cover letter and resume to opportunities@calshakes.org (using "Bar Manager Search" in subject line)

For more information about Cal Shakes please visit our website at www.calshakes.org