

# newtheatricals

## **Theatre Bar Manager – The Gothic Project**

Newtheatricals is a theatrical producer based in Sydney with current projects including the musical *Come From Away* touring Australia and New Zealand 2022/23; and *The Gothic Project* opening in Sydney in July 2022.

This is an opportunity to join the Newtheatricals team in Sydney with *The Gothic Project*.

*The Gothic Project* is the working title of a new and unique site-responsive production that will envelop audiences in a wondrous and thrilling new space. Alive with youthful curiosity and an explosion of ideas about the beauty and fragility of life.

The production will be an intimate experience for an audience of 150 people across eight performances a week, commencing performances in July 2022 for an open-ended season in Sydney only, in an Inner-City location (yet to be publicly announced).

### **About the Role**

A combined role with a primary focus on the bar operations and overseeing the audience experience from the moment they enter the building and throughout their time with the production from a beverage position. The Bar Manager will collaborate closely with the Venue Company Manager and Customer Service Manager to ensure the smooth delivery for customers across 8 performances a week, from Tuesday to Sunday. Given the unique requirements of the production, the traditional parameters of these all roles will be moulded to the unique operational structure for the enterprise.

The Bar Manager under the guidance of the Executive Producer to ensure all those involved in the production receive the essential training and support required.

We are seeking a candidate who is a true self-starter, a multi-tasker, and someone able to prioritise responsibilities. Candidate will demonstrate attention to detail, creative problem-solving skills, possess and exhibit empathy, exude a good sense of humour, and a track record of the ability to solve issues as they arise. The candidate must be proactive and possess clear communication skills and the ability to be a team player able to work collaboratively and independently.

Hours of work during the performance period will be generally Tuesday to Sunday afternoon and evenings.

Interacting with audience members to ensuring their first-class experience is a must.

### **Job responsibilities will include:**

- Traditional role and functions of a theatre Bar Manager in a venue of a capacity 150 across eight performances a week.
- Proven experience in being able to multi-task, have high organisational skills and be able to work well under pressure during peak periods.
- Lead and develop staff and to provide at all times a safe, warm, friendly and vibrant environment for audiences and staff alike.
- A collaborative attitude and willingness to innovate.
- Ensuring a superior standard of customer service for all interactions.
- Ensuring all health and safety requirements of the venue and production are executed and correctly documented.

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A: PO Box H131, Australia Square Post Shop, Sydney NSW 1215 Australia T: +61 (0) 2 9261 0542 E: info@newtheatricals.com  
[www.newtheatricals.com](http://www.newtheatricals.com)

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- Staff training, induction, oversight and compliance.
- OH & S, Service of Alcohol and COVID-19 compliance.

## Key selection criteria include:

- Proven 3+ years' experience in Bar management and/or operations.
- Strong beverage and product knowledge.
- Using guest feedback to improve service and product range.
- Experience of recruitment, oversight of training and staff rostering.
- Experience in beverage costing and budget oversight.
- Established relationships with product providers.
- Maintaining Inventory.
- Revising drinks menu to meet customer demands and profits objectives.
- Use and management of point-of-sale systems.
- An understanding of theatre and the Performing Arts industry as a "business".
- Excellent written and verbal communication skills together with the capacity to speak one's mind.
- A positive, solution focused attitude to work with excellent verbal and interpersonal and good written communication skills.
- Ability to manage competing demands, set priorities and work to tight deadlines.
- Focus on customer experience.
- Ability to exercise initiative, take personal responsibility and resolve issues independently.
- Exceptional organisational skills with strong attention to detail.
- Be highly motivated, resourceful and self-driven.
- IT proficiency including Microsoft Office, Microsoft Word and Excel with the ability to maintain systems and records.
- Knowledge of Health & Safety with experience of implementing and monitoring safe working practices
- All employees are required to fully Vaccinated under our COVID-19 Vaccination Policy
- The successful candidate will need demonstrate Flexibility in relation to duties and working hours as we create a unique theatrical experience.

**Salary:** \$1,600 per week, equivalent to base annual salary \$83,200 + Superannuation.

**Start Date:** 27 June 2022

## Applications:

- Written applications should be addressed to: [info@newtheatricals.com](mailto:info@newtheatricals.com)
- Applications must include a covering letter detailing professional experience relevant to the position and skills required and a current CV with contacts for two referees.
- Applicants must have the legal right to work in Australia.
- This is a Sydney based position, there is no relocation being offered.
- Strictly no recruitment agencies.
- Only shortlisted applicants will be contacted.
- Applications close Friday 13 May.

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