

## **Bartender/Front of House Assistant**

**Department:** Front of House

**Reports to:** Front of House Manager(s)

**Direct Reports:** N/A

**Classification:** Part-time/Seasonal/Non-Exempt

**Compensation:** \$15 an hour (plus tips), 4-hour shift minimum

**How to apply:** To apply, please submit a cover letter and resume to [human.resources@longwharf.org](mailto:human.resources@longwharf.org) with "Bartender" in the subject line. Interviews will start immediately. *Training will begin the week of May 9, with shifts scheduled between May 13 through June 13.*

Long Wharf Theatre is on an unprecedented journey where art and activism can live side by side. We are committed to building a boundary-breaking theatre with, for, and by the greater New Haven Community.

### **The Overview:**

The part-time Bartender/Front of House Assistant will support the Patron Services Manager in creating a joyful and safe environment for our audience members. The Bartender/Front of House Assistant will run an outdoor bar during LWT's final production of the season and assist with Front of House duties as needed.

### **The Duties:**

#### **Bartender/Front of House Assistant**

- Serve as sole Bartender at an outdoor bar.
- Offer excellent hospitality for LWT's patrons.
- Ensure patrons are safely, efficiently, and joyfully served concessions (including snacks, soft drinks, beer, wine, cocktails, coffee, tea, and water) in an accurate and timely manner.
- Self-direct opening and closing duties of the bar, including tent, supplies, food and drink set up.
- Maintain a clean workstation, going above and beyond health code requirements.
- Assist in handling emergency situations and accidents involving patrons.
- Enforce safety and fire regulations.
- Cash handling and operation of Square point of sale system.
- Strictly adhere to LWT's COVID-19 policies, including wearing of approved masks at all times. Full vaccination against COVID-19 is required as a condition of employment.

#### **Front of House Assistant**

*(In the event of weather unsuitable for outdoor concessions, scheduled bar shift will become a general Front of House Assistant shift at the same rate of pay.)*

- Serve in a Head Usher or Assistant House Manager capacity as needed.
- Serve as a welcoming face of the theatre for patrons
- Ensure patrons are safely and efficiently seated and ready for performance in a timely manner
- Coordinate opening and closing of the house with Audience Experience Manager
- Answer patrons' questions and concerns and/or direct questions to the correct party
- Assist in resolving seating problems
- Maintain cleanliness of all Front of House areas, including but not limited to volunteer coordination areas, lobby areas, theater seating, etcetera
- Assist in handling emergency situations and accidents involving patrons
- Enforce safety and fire regulations

### **The Expertise Needed:**

- Bartending experience preferred.
- Ability to work with all Long Wharf patrons, guests, and employees in a collegial manner.
- Ability to work alone or on a team as needed.
- Ability to lift at least 50 pounds on a regular basis.
- Ability to set up and break down an outdoor bar set up, including tables and tents.
- Ability to perform many tasks during one shift.

- Ability to work outside for extended periods of time.
- Ability to stand for extended periods of time.
- Strong verbal communications skills in English.
- Self-motivated, well organized, and punctual.
- Willingness to work safely.
- Access to a computer for email access (shift scheduling is done via email).
- Regional theatre experience strongly encouraged.

**\*Being fully vaccinated against COVID-19 is required as a condition of employment.**