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 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.