



Hello,

Thank you for your interest in the role of Bar Duty Manager at The Yard Theatre.

Please read all the information provided in this pack. To apply, please complete this application form online here <https://goo.gl/forms/SLZhn0miXleaCcu82>. Please do not submit a CV.

If you have any questions about the role, or if you require the forms in a different format, please don't hesitate to contact us at [recruitment@theyardtheatre.co.uk](mailto:recruitment@theyardtheatre.co.uk) or by calling 020 3111 0570.

Applications must be received no later than **10am on Thursday the 17th of January.**

Interviews will be held on **Monday 21st January.**

We look forward to reading your application.

Kind regards,

Felix Yoosefinejad  
Bar & Venue Manager

## ABOUT THE YARD

In 2011 a group of volunteers, led by Jay Miller, converted a disused warehouse in Hackney Wick into a theatre, bar and kitchen. We called it The Yard. Due to be here for 3 months, we are still here 7 years later and, as recognition of our success, in 2018 The Yard joined the Arts Council's National Portfolio.

### Theatre

The Yard provides a safe space for artists to grow new ideas, and for audiences to access outstanding new work. A multi-award winning theatre and described as *"the most important theatre in east London"* (Time Out), The Yard is committed to:

- Discovering and developing new artists.
- Exposing stories from the edges of society.
- Interrogating the process of writing for performance.

In an area buzzing with artists and potential, The Yard has rapidly established itself as a theatrical necessity, with a reputation for upending theatrical tradition and, injecting creativity and fearlessness into wider contemporary culture. We've supported artists to produce ambitious new work that communicates contemporary, unheard stories and ideas in new, innovative theatrical forms. Producing bold, politically-charged, unapologetically live new work, our success has led to two transfers to the National Theatre, international tours and partnerships with theatres including the Royal Court and Young Vic. Through our ability to identify artists and inspire new work, The Yard has become a leader in the future of theatre.

***"It's a beacon of exciting, progressive new work in theatre-poor east London and a real model for what a theatre can and should be in the twenty-first century"* Time Out**

### Music and Events

The Yard is one of London's most exciting late-night venues. We're fully independent and aim to provide a platform for some of London's most exciting collectives, crews, DJs, performers and artists with a real focus on events organised by and for those who find themselves under-represented in London's cultural landscape. We host over 100 late-night events each year which fill our bar space with people dancing until the early hours.

***"Hackney Wick's current go-to spot"* Time Out**

We're proud to currently collaborate and host a diverse range of promoters, parties and organisations, including Inferno, Beauty & The Beat, Knickerbocker, Pride of Arabia, Brainchild, inner u, BBC AZN Network and more. Alongside our late-night programme, we also host a range of events and hires, including film festivals, contemporary dance, comedy shows and concerts.

### Local

Bordering Tower Hamlets and Hackney, and next to the Olympic Park, The Yard is in a rapidly changing part of the UK. We are a key part of the fabric of Hackney Wick, a recognised and respected grassroots venue that has grown with the community since 2011. Our local programme focuses on ensuring young people have access to the arts, and using our spaces to bring local residents together. We aim to deliver a civic service as a theatre, build community cohesion and ensure The Yard is representative of our diverse locale.

We run a community centre, Hub67, from which we deliver innovative, creative activity for local residents, with a focus on children and young people. Each week we welcome over 80 local people through the doors of Hub67 to take part in high-quality, meaningful activity. We are shortly set to open a second community space in East Village. This space will serve the local residents of E20, providing a hireable venue for events and meetings, a space for participatory activity, workshops and classes, and a place for the community to come together.

The Yard Theatre, Unit 2a Queen's Yard, White Post Lane, London, E9 5EN

[www.theyardtheatre.co.uk](http://www.theyardtheatre.co.uk)

A Registered Charity: 1144028

VAT Registered: 202970724

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## **BAR DUTY MANAGER** **JOB DESCRIPTION**

We are looking for a **Bar Duty Manager** to play a vital role in the delivery of The Yard's late-night [music and events programme](#) which runs every Friday & Saturday, occasionally opening on Sunday too. As a counterpart to the work done by the Music & Events team with the programme, the Bar Duty Manager is responsible for creating an environment where our late-night events can thrive. We aim to provide a unique space for London which is versatile, exciting and caring. The Bar Duty manager will be given space and room to voice ideas, issues and suggestions on how we can all better the space for our collaborators and customers.

The Bar Duty Manager will lead our close-knit and ambitious team of casual staff, demonstrating a culture of excellence in the front of house team and ensuring our customers and collaborators always have the best experience.

The Bar Duty Manager will ensure the smooth-running of back end bar operations, striving to innovate in this area. The successful candidate will have experience of working in a busy bar and feel confident leading by example. This role offers a brilliant opportunity to cover all aspects of running a vibrant bar and venue and is suitable for someone who is excited by London's nightlife, wanting to have a positive impact, and looking to gain experience in how a non-profit, multidisciplinary space can be run.

### **Job Details**

Responsible to:	Bar & Venue Manager.
Responsible for:	Front of House Team, Security Contractors.
Key relationships:	Assistant Bar & Venue Manager, Music and Events Producer, Music and Events Coordinator and Music Promoters.
Terms:	Part time 16 hours a week, Twelve month fixed term contract, subject to a 3-month probation period.
Hours:	8 hours admin time Wednesday or Thursday 10:00 - 18:00 & managing one shift Friday or Saturday night (21:00 - 05:00 is common, occasionally going as late as 7am).
Salary:	£20-£21k per year, £8k-£8.4k pro rata, dependant on experience.
Start date:	Mid-December 2018.
Annual Leave:	20 days per annum pro rata plus statutory holidays.

### **Benefits**

- Training and development opportunities.
- Complimentary ticket for all performances and events at The Yard (all members of the team are encouraged to contribute to the artistic life of the venue).
- Staff discount at The Yard bar and kitchen.
- Bike/travelcard loan scheme following probation.
- Pension: as part of auto-enrolment you may be eligible for The People's Pension.
- Additional holiday day (up to 25 days pro rata) for each full year of employment.

### **Equal Opportunities**

The Yard is an equal opportunities employer. We're working hard to make sure all aspects of our theatre are representative of the world we live in. We are also committed to meeting all access requirements; just let us know what you need.

### **Key Responsibilities**

#### **Bar:**

- Lead on the running the of The Yard bar on our music & events programme, ensuring the best possible experience for our music promoters and customers.

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- Diligently tending to all back end bar operations, this includes cleaning, maintaining and upholding standards of all bar and dispense equipment.
- Lead the front of house team to ensure financial targets for bar spend are met or exceeded.
- Ensure tills are always correctly balanced at the end of the night and that all cash and card takings are appropriately handled.

#### **Staff**

- Contribute to the recruitment, training and retention of an excellent team of casual front of house staff, ensuring our team is always ready to meet the needs of our customers.

#### **Health & Safety**

- Take responsibility for the safety and security of staff and patrons within the venue. Upholding Health and Safety standards and fire safety whilst being able to lead potential evacuation of the building, reporting all issues to the Bar & Venue Manager.

#### **Venue**

- Work with the Assistant Bar and Venue Manager, Music & Events Programmer and FOH team to create and promote an atmosphere that delivers a brilliant customer experience.
- Be responsible for securely closing the building to the general public.

#### **GENERAL**

- Attend weekly departmental and company meetings to share and hear news and developments.
- Act as an ambassador for The Yard by sharing the enthusiasm and passion the organisation represents.
- Look to find a solution to a problem and focus on the best outcome for the customer.
- Comply with The Yard's policies including Equality, Diversity & Inclusion, Health & Safety, Fire, Safeguarding, and other policies that are included within the Organisation Handbook.
- Always look for ways to improve the organisation and actively feedback constructive ideas.
- Support colleagues at all times and be prepared to take on any other reasonable duty, as required, to ensure the organisation always performs at its best.
- Take an active role in your continuing professional development, identifying relevant training and opportunities.
- Take professional pride in how The Yard building looks.
- Be a designated key-holder for The Yard's spaces.

#### **PERSON SPECIFICATION**

##### **Essential Skills**

- At least six months bar, club or drinks industry employment.
- Previous experience of meeting financial targets in a bar or similar environment.
- Proven leadership skills with the ability to motivate, preferably including a casual workforce.
- Experience of cash handling.
- Exceptional communication and customer service skills with a "can-do" attitude.
- Ability to remain calm under pressure and in dealing with unexpected situations.
- Ability to work independently and as part of a team.
- A flexible approach to work and the ability to work late into the night.
- The ability to manage time and prioritise workload – both individually and within a team.

##### **Desirable Skills**

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- Excellent drinks product knowledge.
- Experience of line cleaning dispense equipment.
- Knowledge of Health and Safety and Environmental Health requirements.
- Experience of operating and obtaining sales data from electronic till systems.
- Good IT skills including Microsoft Outlook, Word and Excel.
- Fire Marshal qualification.
- Food hygiene qualification.
- First Aid at Work qualification.
- Personal Licence Holder.

#### **Working style and Interests**

- An energetic and self-motivated approach to work, with an ability to organise and prioritise a demanding workload, working effectively with minimal supervision.
- Ability to learn quickly and on the job.
- Hard-working and trustworthy.
- Creative problem solver.
- Resourceful and reliable.
- An interest in, and understanding of, drinks, hospitality and clubbing industries.
- A willingness to work flexible hours, including evenings and weekends.
- A willingness to contribute wholeheartedly to the efforts of the team.

**This is a guide to the role of the Bar Duty Manager.  
Responsibilities are likely to evolve with the post-holder.**