



If you have Disability access needs that mean you need this information in another format, please contact our People and Finance Manager, Kellie;

Email: kellie@theyardtheatre.co.uk

Phone: 07391 030 934 weekdays between 10am and 6pm.

Welcome, and thanks so much for your interest! We're excited to be recruiting for the role of **Assistant Bar Manager**.

We believe our organisation is most successful when made up of a team with a diversity of backgrounds, experiences, and ideas. Therefore, we are especially keen to hear from candidates who are D/deaf, neurodivergent and Disabled, and/or are Black or from the global majority.

Contents of this Job Pack;

1. [ABOUT THE YARD](#)
2. [COMMITMENT TO ANTI-RACISM](#)
3. [ACCESSIBILITY](#)
4. [PERSON SPECIFICATION](#)
5. [ROLE OUTLINE](#)
6. [KEY RESPONSIBILITIES](#)
7. [THE APPLICATION PROCESS](#)

ABOUT THE YARD

[On our stage](#) we produce a wide range of highly-acclaimed shows. We recently co-produced the hit *SAMSKARA*, an explosive fusion of physical theatre, hip-hop dance and text. It sees four generations of Black men trying to understand themselves in a world which tells them they have to be strong. We have also just announced our co-production with ETT and HOME, *The Cherry Orchard*. It sees Vinay Patel reimagining Chekhov's bittersweet play for 2022 and beyond, in a world premiere production directed by James Macdonald.

[In our bar](#) we work with some of London's most exciting collectives, promoters and artists to host and create performances, events and club nights. Hosting regular parties including *Inferno*, *Pride of Arabia*, *Misery*, *Beauty & The Beat*, and other one-off events, our programme reflects the best of London's nightlife. Plus our latest [Night Drafts](#) programme is supporting promoters, musicians, artists, producers to start their own night time events at The Yard. Through this they will reach new audiences and build more resilient careers in nightlife.

[In our community centres](#) we host and support a programme of events and activities for local residents. This includes running a food bank, after-school art clubs and accessibly priced yoga. Plus every week we support 60 young people aged 4-19 to create extraordinary theatre in our free Yard Young Artists programme.

We identify and support artists who have a voice we haven't heard before. We've launched the careers of a number of artists who have gone on to be a major influence in the wider culture. This includes dance companies like Project O (*Voodoo*, Sadler's Wells), writer/performers like Michaela Coel (*I May Destroy You*), writers like Dipo Baruwa-Etti, and writer/director/choreographers like Lanre Malaolu.

In the next few years at The Yard we will build and move into a permanent new home in Queens Yard, Hackney Wick. It will have a larger capacity and more space to bring our programme together under one roof, with new facilities to better support artists and welcome audiences.

COMMITMENT TO ANTI-RACISM

The Yard is doing ongoing work related to anti-racism, to make our organisation better for our artists, employees and audiences who experience racism. If you would like to hear more about the Yard's work on anti-racism in advance of applying for this role, we can set up a conversation with Ashleigh Wheeler, Interim Executive Director. To do so, please contact recruitment@theyardtheatre.co.uk and mark it for her attention.

REMOVING DISABLING BARRIERS

We are Disability Confident Committed, and are working with Real, the Disabled People's Organisation to remove Disabling barriers across our organisation.

Our staff have working space at our two community centres, Hub67 (E9 5HA) where the nearest station is Hackney Wick, and the Hall (E9 5EN) where the nearest station is Stratford International. Both stations have step-free access, as do local buses. Hub67 is fully wheelchair accessible and also has a car parking space available at the front of it. The Hall has step-free access.

We want you to have every opportunity to shine in our recruitment process, so please let us know if you have Disability access requirements, or if there is anything that we can do to make sure that it's a process that works for you. We are open to making reasonable adjustments, for example providing a support worker to remove barriers in completing your application, and also supporting Access to Work applications. Just contact Kellie, our People and Finance Manager, by email at kellie@theyardtheatre.co.uk or by phone on 07391 030 934, weekdays between 10am and 6pm.

Disabled People can also opt in to our guaranteed interview scheme in the application form. With this, we guarantee an interview with up to five Disabled candidates who score the highest against our Person Specification.

ROLE OUTLINE

We are looking for someone to play a key role in the smooth running of our bar. You will lead on stock management and general bar up-keep.

This role will give you a broad understanding of working within a bar and venue, and the delivery of a wide range of programme activities. This role is a great opportunity for anyone wishing to progress in a career in bar environments, venue operations and hospitality in general.

Job Details

Responsible to:	Bar Manager.
Responsible for:	N/A.
Key relationships:	Bar Manager, Front of House Manager, Operations Manager, Suppliers, Duty Managers.
Salary:	£25,000 - £28,000, equivalent to pro rata £10,000 - £11,200.
Employment Period:	Part Time.
Hours:	Monday & Thursday, 10am – 6pm. Any work outside of contracted hours will be agreed with you in advance, and The Yard offers an overtime and TOIL policy.
Annual Leave:	28 days (11.2 pro rata), per annum including public holidays, rising to 33 days (13.2 days pro rata) per annum, after 12 months of service.
Probationary Period:	3 months.
Start Date:	30th of August (Preferably with a handover day on the 25th of August 10:00 - 18:00), but we can be flexible with this depending on applicant availability.

Benefits

- Training and development opportunities, including internal coaching, formal training courses and events, and support to develop mentoring relationships outside of The Yard.
- Pension: as part of auto-enrolment you may be eligible for The People's Pension.

- Complimentary ticket for all performances.
- Discounted drinks from The Yard bar.
- Bike loan/Travelcard loan/Tech loan scheme available after probation.

PERSON SPECIFICATION

We have divided our Person Specification into 'Essential' and 'Desirable' criteria. The 'Essential' section is our main focus for shortlisting and is the minimum criteria we use to assess those eligible for our Guaranteed Interview Scheme.

If the statements in the 'Essential' section describe you, then we'd love to hear from you.

Essential

- I have experience of working in a bar or hospitality environment.
- I have experience in administration.
- I have a basic understanding of the trends in bar environments and an awareness of alcohol based producers (e.g. breweries / distilleries).
- I am well organised and can manage my time effectively.
- I am committed to supporting the Yard's ongoing work in anti-racism, accessibility, and climate sustainability.

Desirable

- I have an interest in The Yard or theatre or music venues.
- I have experience of finance related tasks including use of Xero.

DAY IN THE LIFE OF

This section is to give you an idea of what a typical day might involve in this role.

You'll spend your working day performing both physical tasks and administrative duties; from ordering stock, researching new stock options, processing invoices, and liaising with suppliers, to line

cleans, maintaining tidiness of venue, and resetting the venue for the upcoming week.

KEY RESPONSIBILITIES

We have included all of the responsibilities of the role in these areas of responsibility detailed below. This is to give you a full insight into what the role entails.

Bar

- Manage stock levels through regular stock checks.
- Maintain relationships with bar suppliers.
- Predict stock requirements from theatre and event programme, ordering appropriate levels to maximise income.
- Work with the Bar Manager and Front of House Manager to ensure that the bar has a range of drink and snack options to suit all tastes.
- Perform line clean and cellar clean on a weekly basis.

Venue

- Prepare the venue for the week ahead through checks and arranging of furniture and equipment.
- Manage lost and found system.
- Support the maintenance of venue storage spaces, making sure that things are stored safely and securely.
- Work with the Bar Manager and Front of House Manager on bar improvements.
- Support Bar Manager and Front of House manager on projects where applicable.

Finance

- Manage Bar accounts inbox.
- Process and manage bar invoices, ensuring prompt payment.

Health & Safety

- Archive bar documents pertaining to music nights ensuring we have records of all health and safety precautions that we practice.
- Ensure that risk assessments are followed at all times, and that all necessary health and safety measures are in place to keep everyone safe.

General

- Be a key holder for the yard.
- Attend bi-weekly company meetings and other meetings across the company to ensure your department is contributing to The Yard's goals and Vision.
- Always look for ways to improve The Yard and actively feedback constructive ideas.
- Work in accordance with our policies.

THE APPLICATION PROCESS

To apply

Please fill in this Google application [form](#). In the form, you will be asked to;

1. Please tell us why you are applying for this role, and use approximately 150 words or 1 minute of audio/video to do so. We are keen to hear about what interests you about the job itself, about The Yard, or about what the Yard does, and about how it fits in with your career development.
2. Tell us in approx. 500 words, or 3 minutes of audio/video, how you meet the criteria in the Person Specification. Note that you do not have to exclusively talk about work contexts, we value relevant experience from all areas of your life.
3. Provide us with a list and short summary of relevant previous work experience. Please include which organisation you worked with, the role title, and the dates you worked there.
4. Let us know if you would like to be part of our Guaranteed Interview Scheme for Disabled People.
5. Let us know if you need access support during the application process.
6. Let us know if there are other barriers you might face during the application process.

Applications must be received no later than **10am, Monday 22 August 2022**.

The Selection Process

- At least two people will read every application. It will be scored against the Person Specification criteria listed in the above section, with a focus on the essential criteria.
- The readers of the applications will then meet to decide who to invite to interview, based on the scores.
- As outlined in our Access section, we guarantee an interview to up to five Disabled candidates who score the highest against the essential criteria in the Person Specification.

The Interview Process

- We will invite shortlisted applicants to have a conversation with us. We expect the conversations to take place on **Wednesday 24 August**.
- There is no particular dress code for this, just whatever you feel most comfortable in. The interviewing team will generally wear smart casual clothes.
- We will provide the interview questions to you at least 24 hours before your interview.
- The panel is happy to interview either in person, or online.
- If you would like to join us for an interview online, we are happy for you to have your camera on or off.
- The panel of the interview will not be all-white, and we will confirm the names of the interviewers and their roles at The Yard in advance.
- The panel will have a maximum of three members on it. One of these people will be a designated note-taker, so the team can accurately reflect on interview answers when deciding who to hire.

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