

## **Casual Duty Manager | Horse + Bamboo**

**Salary :** £12.50 per hour

**Hours :** Hours are offered on a casual basis, predominantly evenings (Friday nights) and weekends. Shifts will be allocated monthly in advance through a rota system.

**Responsible to :** Executive Producer

**Responsible for (whilst on shift) :** Casual Staff, volunteers

### **General**

- First Aid Trained & First Aider on site during events (training provided)
- Safeguarding Level 3 (training provided)
- Key holder – can open up & secure the building at end of shift
- Follow & uphold Horse + Bamboo's Health & Safety regulations including Covid-19 safety around the venue (training provided)
- Cash up all monies at end of shift
- Work with Technician & Workshop assistant to ensure smooth running of event
- Holds Staff Briefing at start of shift – ensuring all volunteers & casual staff have a role / everyone on site knows what the performance is & timings
- Supervises all volunteers on shift
- Deal with any customer complaints

### **Bar**

- Can change barrels & gas on bar / trouble shoot basic bar equipment & card payment issues
- Be fully bar trained & responsible for serving customers
- Supervise all casual bar staff on shift
- Monitor bar stock & order new stock as necessary
- Ensures end of shift cleaning list is completed
- Ensures set up for next day is completed

### **Admin**

- Complete audience evaluation at the end of shift
- Able to use & train volunteers on booking system, Ticketsource (training provided)
- Administration assistance booking private hires & managing The Boo's calendar day-to-day
- Ordering bar & cleaning supplies through approved suppliers as needed

### **Essential :**

Interest in the arts

Proven efficient self-starter who is able to take responsibility and exercise initiative

Must be available to work Friday evenings fortnightly

Experience of working on a bar

Computer literate

**Desirable :**

Experience of working in an arts venue  
Experience working with or managing volunteers  
First Aid Training  
Safeguarding Training  
Food Hygiene Certificate

Applicants must be at least 18 years of age in order to work behind the bar unsupervised.

This is a casual position – number of shifts will vary depending upon the operational needs, performances & additional activities.

**How to apply :**

To apply please send a CV and cover letter detailing how you meet the person specification and why you are interested in working at Horse + Bamboo.

Please send completed applications by email to: [info@horseandbamboo.org](mailto:info@horseandbamboo.org)

Application Deadline: Sunday 28th November 2021

Interview Date : Tuesday 30<sup>th</sup> November 2021