



Bar and Facilities Supervisor

Job Title: Bar and Facilities Supervisor

Hourly range: \$18-\$20

Department: Operations

Status: Part-Time, Non-Exempt

Reports To: Bar and Facilities Manager

Music Theater Heritage (MTH) is an innovative and imaginative professional arts organization – dedicated to the appreciation and historical understanding of the American Musical and its contributions to our culture. MTH entertains and educates current and future generations, with persistent focus on equity, diversity, and inclusion, for today's performing talent and tomorrow's developing artists. MTH operates as a fully professional Equity Theater welcoming nearly 50,000 people annually to Crown Center. MTH houses three theatrical stages, production facilities, studio space, and two public lobbies.

Job Summary: Fill bartending shifts and assist the Bar & Facilities Manager in overseeing operation of the Grand Theater Bar, Main Stage Bar and venue facilities, providing patrons with exceptional service and elevating the theater experience.

Supervisory Responsibility: Bartenders, Patron Services Associates and volunteers assigned to bar and facilities tasks.

Key Responsibilities:

- Coordinates and participates in maintaining the cleanliness and general upkeep of the MTH facilities. This includes 301, 400 and 500. This does not include theater instruments or the scene shop.
- Assists with minor repairs and venue facilities improvement projects
- Monitors the House and administrative leased spaces for any situations that require cleaning or repair
- Creates all temporary bar and venue signage
- Trains, leads and supervises bartenders, cocktail servers, and related bar support
- Provides prompt, responsive service to patrons
- Interacts with patrons in a friendly, courteous manner to promote patron satisfaction
- Works as part of the Venue Team to provide an exceptional Front of House experience
- Maintains a safe, clean environment for the health and safety of employees, volunteers and patrons
- Maintains cleanliness of bar equipment to prolong operational life and reports needed repairs and/or purchases to provide patron service and flow
- Closes out the daily register, recording all tips for staff: Creates a deposit report and deposits cash in the safe
- Supervises all bar-related sales and tickets to ensure validity and payment, including resolution of walk-outs and left credit cards

- Understands health standards and ensures compliance with local, state, and federal governing bodies
- Adheres to all legal alcohol beverage standards and helps to keep up-to-date licensing for self and all bar-related employees to comply with local, state, and federal governing bodies
- Assists the bar manager with inventory management
- Assists the bar manager with bar menu planning
- Other duties as assigned

Qualifications and requirements:

- Previous bartender experience
- Ability to acquire an employee liquor permit or pass background check as required by current ordinances
- Basic mechanical and repair knowledge for commercial bar and office space
- A passion for the arts and a genuine interest in providing exceptional experiences to patrons
- Flexibility to work evenings, weekends, and holidays, as required by event schedules
- Experience with graphic design/layout

Working Conditions:

- Days, evenings or weekends based on current live performances
- Front of House and Office environments
- Standing, bending, stooping
- Lifting under 50 lbs

How to apply:

If you are outgoing, self motivated and have a passion for theater arts and customer service, we encourage you to apply. Send a resume and letter of interest to brent@mthkc.com.

MTH is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.