



JOB PACK | BAR & EVENTS MANAGER
OCTOBER 2020

La Boite | Your Voice, Your Stories, Your Theatre

La Boite is an iconic Australian theatre company and one of Queensland's most respected producing houses. As Australia's oldest continuously running theatre company, La Boite has created inspiring, innovative, and adventurous theatre for over 95 years.

La Boite understands that the stories, ideas and voices of our city and country are many and varied and as such seeks to represent and engage in this rich diversity of form, ideas, ethnicity, gender and identity.

La Boite is committed to building workplace diversity, access and inclusion. Diversity is central to innovation, and access and inclusion are key to unlocking its potential. La Boite's diversity will be reflected in its programming and storytelling, as well as in its workforce, audiences, artists and partnerships.

We actively seek out collaborations with exciting partners to create new work and expand the possibilities of form. In the past, La Boite has presented work with Brisbane Festival, Circa, Sydney Theatre Company, Belvoir, Griffin Theatre Company, Opera Queensland, Dead Puppet Society, The Farm, Playlab Theatre and QUT Creative Industries.

Vision

To be Australia's most diverse theatre company.

Mission

To create powerful connections between artists and audiences through stories that entertain, move, empower, surprise and transfix.

We Value

RELATIONSHIPS. La Boite is people-centred, embedding a mindset of thoughtful risk-taking, creativity and innovation while being responsive to our partners' shared strengths and aspirations, and enhancing audience expectations.

RESILIENCE. Through a passionate dedication to diversity, La Boite will thrive with considered, confident and connected strategies that strengthen the company.

REPUTATION. La Boite will continue to grow and strive for greater profile, cementing its role as a vital cultural hub in Brisbane, Queensland and Australia while also distinguishing itself globally as a passionate and necessary storytelling institution.

SUSTAINABILITY. La Boite will strengthen its sustainability and independence through commercial growth, enabling increased artistic and audience development.



Alex Lee, Courtney Stewart and Hsiao-Ling Tang in *Single Asian Female* by Michelle Law, 2017
Photo by Dylan Evans

ABOUT THE JOB | BAR & EVENTS MANAGER

La Boite Theatre is seeking a motivated and dynamic Bar & Events Manager.

The Bar & Events Manager reports to the La Boite Executive Director and will oversee the evolution of the venue, as well as day to day operations; enhancing the guest experience through innovation, leveraging key partnerships, curating vibrant events, placemaking and creative operational strategies. The Bar & Events Manager will offer genuine, friendly, customer-orientated service and a dedication to leading a vibrant and energetic team.

La Boite is a unique workplace and offers incredible opportunity to grow and 'own' your job. The ideal person will possess a positive attitude, a forward-thinking out-of-the-box approach to tackling new challenges and be embedded in the hospitality industry. This position is an excellent opportunity for a motivated food and beverage manager looking to make their mark, who thrives in a fast-paced environment, enjoys live theatre and working within a dynamic creative environment.

La Boite encourages applications from Indigenous Australians, people who are d/Deaf and/or disabled, people from diverse cultural and linguistic backgrounds and lesbian, gay, bisexual, transgender and intersex (LGBTQIA+) people.

Overview

Hours:	38 hr/week. Flexibility required when it comes to working hours based on operations of the venue, functions and events. Daily hours to vary between 7:30am-4:30pm and 3:00pm-12:00am (including weekends). Out of hours work is expected with this position.
Reporting to:	This position reports to the Executive Director.
Supervising:	The position supervises casual bar and café staff.
Conditions:	Qualifications/licences required: Responsible Management of Licenced Venue, Responsible Service of Alcohol, First Aid Certificate, Open Drivers Licence

La Boite Theatre values the importance of a work/life balance and flexible working hours are available.

Goal

The Bar & Events Manager is a hands-on, customer focused role that is responsible for ensuring exemplary patron experience and service. This candidate will have experience in event management (corporate/private events) and maintaining a safe and welcoming environment.

Duties

1. To manage the operations of the La Boite Espresso Bar
2. To coordinate and supervise La Boite's front-line bar and café staff
3. To actively seek and deliver events and functions as part of a broader place-making strategy at La Boite
4. To effectively manage internal and external stakeholders.

Duties and Responsibilities

1. To manage the operations of the La Boite Espresso Bar

- Coordinate La Boite Espresso Bar operations, including product selection, ordering and delivery, pricing and profitability. With consideration for affordability and environmental sustainability.
- Be responsible for accurate stock control, including monitoring of inventory and wastage, stocktakes and ordering, and managing contra stock supply and allocation to internal events and functions.
- Ensure compliance with La Boite's Liquor Licence as per the Qld Liquor Act 1992, including submitting variation applications to OLGR as required.
- Act as Approved Manager for all bar operations (Venue Manager to provide back-up Approved Manager shifts as required)
- Ensure a high standard of presentation in the La Boite Espresso Bar.
- Responsible for financial procedures including point-of-sale setups, shift reconciliations, end of season overviews, organising change for floats and processing weekly timesheets.

2. To coordinate and supervise La Boite's front-line bar and café staff

- Recruit, train, roster and supervise casual café and bar staff, ensuring they have clear processes and procedures to follow.
- Work with the Venue Manager to establish budgets for casual café and bar staff and manage these budgets when rostering to ensure that staffing levels are appropriate, and overtime is managed.
- Be familiar with the employment conditions of all casual staff as set out in the Live Performance Award.
- Identify and deliver training for the café and bar staff, monitor and develop training documents, and ensure the currency of all staff, volunteer and intern qualifications include Responsible Service of Alcohol, Food Handling and First Aid.

3. To actively seek and deliver functions and events as part of a broader place-making strategy at La Boite

- Actively use the Booking Calendars for event/ function requests and planning information.
- Seek to increase La Boite Espresso Bar revenue through sourcing, booking and managing corporate and private functions and events.
- Identify revenue, product and guest experience enhancements opportunities that will grow pre and post show patronage, venue and function hires, and increase overall revenue.
- Administrate and deliver all place-making program and corporate and private events within the outdoor precinct and café and bar area to an excellent standard.
- Create, maintain and nurture relationships with new clientele and returning costumers to ensure ongoing business.
- Regular communication and meetings with clients.
- Quoting new events and filtering through event enquiries.
- Event coordination in fine detail including event orders and floor plans.
- Develop strong follow up systems with the aim of solidifying repeat business.
- Running the floor for events when required,
- Liaise with La Boite team to successfully execute the bar delivery for internal functions including season launch, opening nights, sponsor functions and other special events. Including food and beverages, event schedule, staffing, venue preparation and liaison with venue and production staff.

4. To effectively manage venue related internal and external stakeholders.

- Maintain relationships with QUT Security and other relevant QUT staff as required for the smooth operation of the La Boite Espresso Bar.
- Maintain up-to-date knowledge relating to events at the theatre, including overseeing internal calendars and room bookings.
- Attend all staff and management meetings and keep other staff informed of venue activities.
- Disseminate accurate information to internal and external stakeholders.

Other

- Comply with La Boite's Workplace Health and Safety legislation and COVID safety legislation to actively promote safety in the workplace
- Comply with La Boite's policies and procedures and with relevant legislation and regulations.
- Other occasional duties which are within the goals and scope of this position description but not specifically listed.

SELECTION CRITERIA:

- Extensive leadership experience in a hospitality role. Including the ability to roster staff, motivate and lead a team of casual workers to perform at high standards.
- You must possess excellent leadership, interpersonal and communication skills, with the ability to relate to a diverse workforce and client base.
- High attention to detail.
- Proven ability to work under pressure as well as plan and prioritise an often heavy workload.
- A creative problem solver
- Experience managing events.
- Food and beverage menu development.
- Creative flair and a dedication to their craft.
- Experience pre-opening new venues, desirable.

How to Apply

Your application should include the following:

- A cover letter highlighting your key skills and experience
- Response to selection criteria
- A current resume, including contact details for two referees

Please email your application by midnight Monday 26 October 2020 with *Bar & Events Manager* in the header

If you would like more information about the role, please email jobs@laboite.com.au or call Executive Director, Zohar Spatz on 07 3007 8600.



Andrew Johnson, Mik Easterman, Naomi Price, Michael Manikus, Jason McGregor
In La Boite and The Little Red Company's *Lady Beatle* - image by Dylan Evans