



The ADC Theatre is a department of the University of Cambridge. It is a dynamic theatre with a large number of productions staged each year. The Theatre is primarily student focused, with the majority of its activity centred around the University Terms. The Theatre is run by a small management team, overseen by the Executive Committee. The ADC Theatre bar is popular with both Theatre patrons, and the wider community as a late-night venue.

Job Title: Bar Staff

Responsible To: Marketing and Front of House Manager, Theatre Manager, Duty Managers

Main Purpose:

To work as a casual member of staff in the ADC Theatre Bar, selling drinks to customers on performance evenings. In line with the ADC Theatre's aims, this post provides the opportunity for Bar Staff to gain experience in a busy Theatre environment.

Key Responsibilities:

Serving Drinks and Bar Snacks

- Prepares the bar area ensuring the bar can open promptly before performances
- Sells drinks to customers, taking cash payment;
- Takes interval orders before performances and prepares them in time for the interval;
- Complies with licensing conditions relating to the supply of alcohol;
- Restocks the Bar, and advises the Duty Manager of any shortages of stock as appropriate.

Bar Cleaning and Hygiene

- Complies with hygiene requirements for the bar;
- Undertakes regular cleaning jobs in the weekly schedule;
- Maintains other hygiene and Food Safety requirements, in the bar following 'clean as you go' principles as required, and as directed by the Duty Manager.

Other Responsibilities

- Directs the safe evacuation of the Bar in the result of a Fire Alarm;
- Carries out other tasks as required by Theatre Management, in line with the overall purpose of the post and the nature of the Theatre.

Person Specification:

No specific prior experience is required for the role of Bar Staff at the ADC Theatre.

Essential:

- Appreciates the unique nature of the ADC Theatre's student-centric but professional operation, and is able to work within the small, dedicated community;
- A fast learner who is able to adapt to the working environment of the Theatre and work effectively without direct supervision;
- An honest and reliable individual;
- A team-player who is personable and has the ability to communicate effectively with people at all levels both internally and externally;
- Able to sustain a proactive work ethic throughout long and often late bar shifts;
- Good verbal communication skills (including a good standard of spoken English);

- A polite and friendly manner
- Good mental arithmetic skills.

Desirable:

- Knowledgeable interest in and empathy for the arts.

Main Terms and Conditions:

Salary: £6.15/hour

Hours: Zero hours contract, shifts arranged on a rota basis in advance. All staff are expected to commit to shifts finishing in the early hours of the morning.

Holidays: Holiday entitlement is 36 days per year. This holiday entitlement includes Public Holidays. In practice, holiday pay is calculated and added proportionally per hour worked.