

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: Operations 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 and card 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
- Applicants must be over 18 years old

Desirable:

- Knowledgeable interest in and empathy for the arts.

Main Terms and Conditions:

Status: Temporary Worker

Salary: £8.27/hour (£7.38 + 12.07% holiday pay)

Hours: Shifts arranged on a rota basis in advance.

For more information about hours, please contact the ADC Theatre administration team on recruitment@adctheatre.com.