



The **ADC Theatre** is a department of the University of Cambridge and is the oldest University playhouse in the country. The **ADC Theatre** is the centre of University drama in Cambridge, run almost entirely by students with no Faculty involvement. The Theatre's aim is to provide a well-equipped and safe environment in which all building users can enjoy, learn about and become involved in different aspects of theatre, while presenting professional standard productions. 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** also manages the Corpus Playroom and runs a large-scale external ticketing service. The **ADC Theatre** has helped to launch the careers of many theatre luminaries, including Sir Ian McKellen, Rachel Weisz and Emma Thompson.

**Job Title:** Casual 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 at least 18 years old

**Desirable:**

- Knowledgeable interest in, and empathy for, the arts.

**Notes**

The University actively supports equality, diversity and inclusion and encourages applications from all sections of society. The University has a responsibility to ensure that all employees are eligible to live and work in the UK.

**Main Terms and Conditions:**

**Status:** Temporary Worker

**Salary:** £15.07/hour (£13.45 + 12.07% holiday pay)

**Hours:** Shifts arranged on a rota basis in advance. Bar Staff are expected to take at least one party shift (1am-8am) per term. Party shifts are paid at a higher rate to standard shifts.

For more information about hours, please contact the ADC Theatre administration team on [recruitment@adctheatre.com](mailto:recruitment@adctheatre.com).

All casual workers are expected to comply with the University of Cambridge's Standard Terms and Conditions for Temporary Work.