



TAKE IT ALL IN.

Title of Position:

Event & Bar Manager, Top of the Park

Reports to:

Associate Director

Est. Hours:

April/May: 30 hours (total) as needed

Load-In (6/8-6/14): 35 hours

Season (6/14-6/30): 54 hours/week

Load-Out (7/1 - 7/3): 15 hours

Wage:

Flat contract fee based on experience

Summary Description:

The Ann Arbor Summer Festival (A2SF) seeks a seasonal Event & Bar Manager to supervise and coordinate all beverage, waste, and back-of-house operations at Top of the Park. This position closely collaborates with all other seasonal managers on nightly event execution.

Duties include, but are not limited to the following:

PRE-PRODUCTION

- With the Front of House & Personnel Manager and Associate Director: support the hiring, scheduling, and training of 60+ Top of the Park hourly workers.
- Attend the annual pre-season production meeting.
- Participate in the Top of the Park Staff Orientation & Training session
- Complete TIPS Training
- Participate in Top of the Park load-in under the direction of the Production Director

EVENT OPERATION

- Hourly Employee Management
 - With other managers, supervise staff and implement A2SF administrative policies and procedures.
 - Monitor and adjust onsite staffing levels based on employee job performance, weather and attendance.
 - Inspire a commitment to customer service and a high quality of work, and provide real-time feedback to employees and recommend disciplinary action or termination, if needed.
- Back of House & Waste Operations
 - Keep an orderly Maintenance Tent and back of house spaces for smooth operations.
 - Manage zero waste operations, including distributing three-stream waste bins, monitoring supplies, trash, compost/recycling sorting, and returnables recycle sort.
- Bar
 - With Site Manager, Party Manager, Finance Team supervise all points of sale to insure bar (TIPS) staff are safely and efficiently serving, adhering to financial controls, and creating positive customer interactions.
 - Continually work to improve customer service, including regularly monitoring customer lines for slow service.
 - With Site Manager, monitor inventory, product management, replacement orders, equipment function, wholesale deliveries, payments, and pick-ups as needed including



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- outside event hours. Monitor wholesale beverage stock, presentation, management, and collecting of returnables for deposits.
- Party & Special Attractions
 - Conduct nightly meetings with the Party Manager to plan the following day's set up
 - Support Party Manager to ensure timely set-up/breakdown of private parties and VIP receptions.
 - Facilitate all nightly event operations per the Top of the Park production schedule (e.g. special attraction seating, stanchioning, signage, pop-ups, furniture).
- Patron Support
 - In the event or anticipation of inclement weather or precipitation and under the direction of the Production Director, ensure the timely striking and resetting of Top of the Park equipment and personnel with the goal of ensuring safe employee and public management, and limiting event delays.
 - Assist with any crowd control or safety issues as they arise.
 - With other managers, contribute to and maintain applicable areas of the Top of the Park production schedule and share information with partners as needed.
- Perform other duties as assigned by the Associate Director

POST PRODUCTION

- Provide timely closure of all production areas; returning rentals, inventory, clean up, and department accounting.
- Under the direction of the Production Director, assist with specific projects onsite relating to the load-out and strike. After load-out, provide timely closure of all production areas
- Attend one post-production meeting and provide a brief written wrap report.

Qualifications:

The ideal candidate is someone with a strong understanding of bar operations and waste management. They can work well with a team whose skills range from production professionals to enthusiastic community members hired each season. The successful candidate will possess many, if not all, of the following qualifications, skills, and qualities:

- 1-3 years experience as a bar or event manager in the hospitality or restaurant industry
- Capacity to be flexible and lead in uncertain situations, such as weather cancellations
- Skills to articulate and communicate with other managers
- A track record of leadership and management within relevant organizations; the ability to supervise, mentor, and lead teams of hourly workers, many of whom are working their first job
- Excellent communication skills; the ability quickly train teams in operational and bar systems
- An understanding of department budget management
- A collaborative approach to work
- A passion for the arts and the role they play our community



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To Apply:

Please email your resume as a single page PDF to jobs@a2sf.org for consideration. Please introduce yourself, note any pertinent information, including schedule availability in the email body. No additional cover letter is required. Candidates are asked not to inquire about submission status. If your qualifications match current openings, you will be contacted directly. Position will remain open until filled.

Join our Team:

We are an EOE/AA employer dedicated to fair and inclusive employment practices for all individuals.