

Artspace Lifespace / The Island Venue Bar Manager

Thank you for your interest in applying for the role of The Island Venue Bar Manager. This is a job share role.

Job Title: The Island Venue Bar Manager

Responsible to: The Island Centre Manager

Rate of Pay: Admin £18933 pro-rata or £9.81ph (Scale 2 SCP 4)+ £16 ph for event bar management shifts (approx. £104 per shift).

Location: The Island, Nelson Street, Bristol BS1 2BE

Hours: The post holder will be expected to work flexible hours where required.

4 hours per week for Admin tasks based at The Island.

1 bar management shift every second week subject to bookings.

Admin hours can be worked flexibly or from home if there are no club nights that weekend upon agreement of the Island Centre Manager. Hours of work for bar management shifts will vary - shifts may cover some of the following:

Club nights - Fridays and Saturdays, 9pm-3.30am (club nights finish at 3 but occasionally we extend the license for certain events).

There may also be requests for a bar to run occasionally for the following:

Performance events – Mondays to Thursdays, 5pm-1am or bar events at Ashton Court Mansion.

This is an ideal role for music lovers who would like to lead a friendly, inclusive and motivated bar team to help us raise vital funds to support our charitable activities at The Island and across Artspace Lifespace.

ABOUT THE ISLAND VENUE

The Island Venue is a hidden arts and club venue in central Bristol with an industrial yet intimate feel found nowhere else in the city. Situated in the former police cells, outdoor training yard and motorbike car park, The Island Venue has a unique and industrial aesthetic to it and is literally an underground venue. The adjoining former training yard acts as an outdoor smoking area for the venue.

We work with promoters to ensure that The Island Venue hosts a unique blend of music, attracts fantastic crowds and that the atmosphere of our nights are fun, save and inclusive. We partner with Amber Audio to supply professional quality sound systems to ensure that our small grassroots venue has world-class sound.

The Island Venue can be hired until 00:30 Monday to Thursday and we open until 03:00 at weekends with extended opening hours optional.

ARTSPACE
LIFESPACE

The Island
Nelson Street
Bristol
BS1 2BE

The Vestibules
Bristol City Hall
College Green,
Bristol
BS1 5TR

Arts Mansion
Ashton Court Mansion
Long Ashton
Bristol
BS41 9JN

The Island Venue is run by Artspace Lifespace Enterprises Ltd, the trading subsidiary of Artspace Lifespace, a Registered Charity (No: 1168150) that recycles vacant, under-used and problem properties into thriving creative resources.
<https://artspace.uk/about/>

RESPONSIBILITIES

The Bar Manager is a job share role, overseeing and ensure effective running of the Island Venue Bar. We already have a co-manager in place who will be responsible for managing security, maintaining the conditions of the licence, overseeing bookings and dealing with promoters. Your role will be to manage the bar staff, manage the bar stock and liaise with the Finance Officer re the finances.

You and your co-manager will share the 'management of the night' and will be the responsible bar manager on site every second weekend, with you and your co-venue manager providing cover for each other as required.

The Island Venue Manager Responsibilities

- Understanding of and compliance with all licence conditions.
- Stock management including overseeing receipt of deliveries, stock-takes and reordering supplies in accordance with event-trends/predicted consumption
- Cashing up and cash management, including till maintenance and responsibility for cash floats.
- Liaising with the Finance Officer and Company Manager re cashing up weekly.
- Recruiting a pool of casual bar staff and supervising staff during shifts, managing staff contracts, timesheets and liaising with the Finance Officer.
- Staff organisation and staff rotas.
- Provide cover for Co-Venue Manager as required.
- Understand and uphold all Artspace Lifespace policies, in particular Health & Safety, Inclusion, Code of Conduct and Halt Harassment Campaign.
- Ensuring safety of bar staff and patrons through good housekeeping and enforcing quality and safety controls.
- Ensuring the Venue Bar areas are safe, clean, tidy and presentable to the public at all times.
- Setting up for events and ad hoc tasks.
- Attendance at a fortnightly team meeting with co-venue manager and a member of the Island Team (Finance officer and or Centre Manager / Company Manager).
- Manage lost property.
- Liaising with cleaning company (shared responsibility with co-manager).

- Undertaking any other work as agreed with the Island Centre Manager / Artspace Lifespace Company Manager as may be appropriate for the position.

PERSON SPECIFICATION

Essential

- Commitment to the values and objectives of Artspace Lifespace.
- Bar experience, in particular in busy bar environment.
- Experience of cash handling and using electronic till systems.
- Reliable and punctual.
- Able to work efficiently on your own and be a good team player.
- Excellent interpersonal and customer-care skills and a commitment to providing excellent service
- Understanding of issues around Health and Safety in a public space, licensing and implementing procedures.
- A flexible approach to work, including the ability to work unsociable hours.
- Excellent communication and team-worker.

Desirable

- Supervisory / Management experience, experience of managing a team
- Numeracy expertise including management of excel / google sheets
- Event management experience
- First Aid qualification
- Fire Marshal training
- Health & Safety training
- Personal license holder

HOW TO APPLY?

Please send us a CV, a cover letter / video stating why you would like to work for the Venue and why you are suitable for the role and a completed Equalities & Diversity Monitoring Form. If you are invited to interview you may be asked to carry out a practical exercise.

Artspace Lifespace is an Equal Opportunities employer and actively encourage applications from all backgrounds and communities. We recommended reading the job description and person specification thoroughly and describe exactly how you meet the requirements as this is the basis on which candidates will be shortlisted for interview.

Deadline for Application: 12pm Wednesday 22nd September 2021

Interviews: W/C 11 October 2021. Start date in November 2021.