

## **JOB POSTING**

Title: Bar Manager, The Zephyr Theatre

### Salary Range and Hours

\$20 to \$30 per hour, depending on experience.  
Part-time. Flexible evening, weekend, and weekday hours.

### Position Summary

The Bar Manager will be focused on managing all beverage service operations within The Zephyr Theatre, including the theatre's indoor bar, bar service located on other sites during events, and TrainTrax Snacks. The role includes managing and training bar staff, and the TrainTrax Snacks Manager and staff.

In this role, this individual will be responsible for managing the bar inventory, managing food/snack inventory and service, hiring and training bar staff, working with the events team to plan promotions, ensuring that quality and safety controls are followed, maintaining current licenses and managing vendor contracts, creating schedules, and setting business objectives to increase profits and maximize patron satisfaction.

The theatre's bar is currently open during events, before and after shows, and during rentals. Bar service may also be offered at offsite locations for certain events and performances.

TrainTrax Snacks is a summer-only outdoor snack cart on the Gateway Brown's Creek Trail on the east side of the theatre building. TrainTrax staffing is provided through a partnership with Valley Friendship Club, a local non-profit that helps "to build friendships, create connections, and enhance lives for those with disabilities." The Bar Manager will also oversee the TrainTrax Snacks Manager and staff.

### Essential Duties and Responsibilities

Manage the operations of the bar to include:

- Select and secure products for bar and TrainTrax Snacks
- Negotiate supplier contracts
- Manage inventory, match stock and consumables to invoices, and order supplies
- Manage budgets and set sales and service goals
- Hire and train staff to provide excellent customer service while managing labor costs
- Create effective schedules for bar staff
- Set and enforce quality and portion controls
- Follow all cash management, POS reporting and opening and closing responsibilities
- Manage the venue in compliance with liquor license and maintain licensing requirements
- Meet with Executive Director and Managing Director regularly to plan and review bar operations

Manage the vibe and patron experience:

- Fine-tune the bar and TrainTrax Snacks menu
- Work with diverse personalities and abilities presented by both staff and patrons
- Diffuse tense situations between patrons or staff members
- Prevent possible safety or legal issues
- Maintain a fun, safe atmosphere for patrons and staff

Promote the bar and the TrainTrax Snacks within the overall Zephyr experience:

- Plan and take part in promotional events related to the bar and snack program
- Participate in a planning team to solicit and promote business through advertising, and developing relationships with local businesses, schools, fellow non-profits, etc.
- Consult with patrons to determine objectives and requirements for events
- Develop and maintain an updated and detailed price sheet of all billable products and services that accurately reflects today's costs and the company's profit objectives
- Work with Events Manager to document final arrangements with clients and implement successful events

### Education and Licensing

- Bachelor's Degree (Preferred)

### Experience

- Restaurant or management experience (2+ years)
- Experience working with young people and people with developmental disabilities (Preferred)

### Skills and Knowledge Required

- Excellent computer, problem-solving, and customer service skills
- Exceptional communication and interpersonal skills
- Willingness to work during event hours, including nights, weekends, and holidays
- Effectively delegate responsibilities and maximize resources
- Ability to walk, stand, and occasionally carry heavy items in bar and to outdoor setups

### To Apply

Please submit a cover letter and resume, along with an indication of interest to:

[contact@stillwaterzephyrtheatre.org](mailto:contact@stillwaterzephyrtheatre.org), or mail to Calyssa Hall, Executive Director, 601 Main Street N., Stillwater, MN 55082. Inquiries can be made by calling 651-342-1542.

The Zephyr Theatre is an equal opportunity employer, and encourages applications from individuals from all races, religions, and gender preferences.

### About The Zephyr Theatre

Established in 2018 with the purchase of the Minnesota Zephyr Train Depot, The Zephyr Theatre has welcomed over 50,000 patrons through its doors. Offering a unique blend of professional theatrical and musical productions in an intimate setting, the theatre has produced numerous productions on its indoor and outdoor stages, as well as other notable sites within historic Stillwater, Minnesota. Since its founding as a non-profit 501(c)(3) organization, the theatre has expanded its offering to include youth education programs in a dozen area schools, and has produced numerous concerts, recitals, gallery openings, film screenings, and literary events. The facility is also rented out for public and private events. More recently, and to complement its full-service bar, it has added direct sales of consumer products through its TrainTrax Snacks trolley car.

Today, The Zephyr has established itself as a true gathering place for art and artists to create productions that are visually, acoustically, and artistically beautiful throughout the year, and promote the arts within the entire St. Croix River Valley and beyond. The theatre's primary target audiences include locals, visitors, and public and private organizations interested in theatre, art, music, dance, acting, and other performance art. The theatre's target markets include Stillwater and the surrounding communities, the bordering communities of Western Wisconsin, and the eastern suburbs of the Twin Cities. For larger productions and expanded programs, the greater Twin Cities area also becomes a target market.