



**BAR STAFF (CASUAL)**

**RECRUITMENT PACK**

Thank you for your interest in the post of **Bar Staff (Casual).**

In this pack you will find enclosed the following information:

* Details about Oldham Coliseum
* Job Description and Person Specification

Please send the completed application form by email to: recruitment@coliseum.org.uk

Or by post to: Recruitment

 Oldham Coliseum Theatre

 Fairbottom Street

 Oldham, OL1 3SW

This role is being recruited on a rolling basis.

**PLEASE NOTE: We only accept applications on the Application Form. CVs will not be considered.**

Oldham Coliseum Theatre is an equal opportunities employer, dedicated to providing an inclusive and accessible experience for everyone who engages with the theatre. We are Disability Confident Committed. We encourage applications from people of all backgrounds in order to reflect the diversity of our work and communities. All appointments will be made on merit.

If you would like to discuss any of this information, request a printed version, large print or dyslexia friendly application pack, please don’t hesitate to get in touch by emailing recruitment@coliseum.org.uk.

Best wishes,

**Susan Wildman**

**Chief Executive**

# Context

Oldham Coliseum Theatre is the cultural focus of our community, providing a diverse and exciting programme for everyone through the main theatre, studio and the integral learning and engagement programme. The theatre is one of Arts Council England’s National Portfolio Organisations.

**Productions**

Our goal is to produce high-class theatre that is made in Oldham for and with the people of Oldham, ensuring that the Coliseum is a focus for the cultural life of the town and that the organisation is embedded in its community.

We produce a rich mix of dramas, comedies, musicals, adaptations and modern classics, as well as a hugely popular traditional pantomime. We have a commitment to developing new plays and supporting emerging and established playwrights. The Company has developed its contribution to the national touring circuit as well as making theatre from around the country available to the North West.

The programme features a range of visiting work both on the main stage and in the studio, providing our audiences with everything from new work in its early stages to nationally-renowned productions.

In addition to the main auditorium, the Coliseum has a small studio theatre. The studio programme features a variety of new writing, visiting companies, rehearsed readings and small scale youth theatre productions and is rapidly becoming a recognised destination for emerging artists.

## Learning and Engagement

The Coliseum’s programme of Learning and Engagement activity reaches across Oldham and beyond. Young and older people alike are encouraged to embark on artistic journeys, developing and sharing creative skills.

Participatory work at the Coliseum is central to the strategy of the company. All members of staff contribute to its delivery and it is an essential tool to promote involvement in the arts within an area of traditionally low engagement. It contributes

to the position and reputation of the Coliseum and is a valuable tool for promoting audience development.

Bar Staff (Casual)

**Responsible to:** Front of House Manager

**Responsible for:** N/A

**Place of work:** Coliseum Theatre

**Company rules:** All Oldham Coliseum employees are required to comply with the current Health & Safety requirements and disciplinary grievance procedures and other policies and procedures

**Salary:** £10.35 P/H (Inc. Holiday Pay)

## Bar Staff (Casual)

# Job Description

### **Core purpose**

To work as a member of the bar team, providing an efficient bar operation, with responsibility for delivering excellent customer service and ensuring sales are maximised.

#### **Duties**

#### **Customer Service**

* Maintain an excellent standard of customer care at all times;
* Deliver efficient and effective bar service ensuring high standards and providing the ‘perfect serve’;
* Ensure that all bar areas are kept clean and tidy during serving periods;
* Assist in the setting up and closing down both the bars, as appropriate;
* Be responsible for running the circle bar, serving alone when required;
* Keep the Front of House Manager informed of stock levels on the bars;
* Stock the bars when required;
* Be responsible for taking interval and post show orders and ensuring these are prepared at the relevant time;
* Assist the Front of House Manager in setting up and serving at special events or functions such as Press Night, Sponsors nights etc.;
* Assist with cellar duty throughout the bar shift;

#### **Health and Safety**

* Be aware and comply with all relevant risk assessments in bar areas;
* Take part in providing an appropriate level of staffing for Front of House safety, including assisting with evacuations of the building;
* Assist the Front of House management team with the lock up procedures as required;
* Be familiar with and adhere to the theatre’s Health and Safety policy;
* Be vigilant and maintain the security of the building and its contents;

#### **Financial**

* Take responsibility for the circle bar float when necessary;
* Accurately process all financial transactions with customers;
* Adhere to the Coliseum’s financial and security procedures;

#### **General**

* Work weekends and Bank Holidays as required;
* Attend any necessary meetings as required;
* Take an active part in training as required;
* Adhere to the Company’s uniform policy when on duty;
* Maintain excellent working relationships with all staff and people associated with the Coliseum, demonstrating a high standard of professionalism at all times;
* Promote and comply with all the Coliseum’s policies including, but not limited to equal opportunities, access, dress code, health and safety and customer care policy;
* Proactively support other frontline teams including Bar and Box Office
* Undertake any other relevant duties as may be requested by the Front of House Manager or Bar Supervisor.