

## Job Description

### Food & Beverage Coordinator

#### *About ARTRAGE*

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ARTRAGE Inc. is a not-for-profit charity and one of the oldest arts organisations in Western Australia.

For over thirty years, ARTRAGE has developed and presented numerous key cultural events and festivals including most recently Rooftop Movies (est. 2012), Girls School Cinema (est. 2018) and FRINGE WORLD Festival (est. 2011).

**OUR PURPOSE** is to enrich and evolve the culture of Western Australia.

**OUR VISION** is to embed ARTRAGE event in the hearts and minds of all Western Australians.

**OUR MISSION** is to provide enduring benefits for artists, audiences and a diverse family of stakeholders through providing events with a global appeal.

Find out more about the positive impact and the work of Artrage here:

<https://fringeworld.com.au/impact-report>

#### *About the Role*

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The Food & Beverage Coordinator will assist the Operations Manager (alongside the Cinemas, Partnerships & Production teams) in aspects of food and beverage management and bar operations and ensure an exceptional level of customer service delivery across all ARTRAGE programs.

The role's key responsibilities include bar management & supervision, stock levels & ordering, up-keep & maintenance of bar procedures onsite, coordinating the setup of bars and POS systems onsite, customer service, food & beverage administration & budgeting and assisting the Operations Manager (and key teams) in the delivery onsite concessions.

This is a challenging, fast-paced role at the heart of event operations and will suit an experienced, Food & Beverage or Bar Manager with excellent customer service skills and the ability to think on their feet. Effective management of a large team of staff is crucial.

#### *Application Process*

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In your application, please provide:

- A cover letter (maximum of two pages) that addresses the Qualifications, Experience and Skills required for the role; and
- A current resume with contact details of two professional referees.

**Application closing date:** 5pm Monday 13<sup>th</sup> July 2020

Applications received after the closing date will not be accepted. Applications can only be sent via email as MS Word or Adobe PDF files with a total size of no more than 2MB. Do not attach ZIP or password protected files.

Email your application to [jobs@artrage.com.au](mailto:jobs@artrage.com.au) with "Food & Beverage Coordinator" in the Subject heading before the application closing date. Any questions or queries regarding the application process or position can be directed to the Daniel Bruce, Operations Manager at [jobs@artrage.com.au](mailto:jobs@artrage.com.au)

By submitting an application for this position, you acknowledge and accept our Privacy Policy, which is available to view on our website.

### ***Selection Process***

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Shortlisted applicants will be asked to take part in an interview in July with the ARTRAGE Operations Manager & Cinema Producer in Perth. Interviews will be conducted in person. Telephone/Skype interviews will only be scheduled if the applicant is not currently in Perth.

The start date for the position is the week of the 20<sup>th</sup> July 2020.

### ***Contract Details***

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**Salary:** To discuss

**Contract Period:** 20<sup>th</sup> July 2020 – 30 October 2020 (with the likelihood of extension)

**Working Hours:** Full Time (38 hours per week)

Due to the nature of this role, the successful applicant will be required to work out of normal business hours and reasonable additional hours during peak operational periods.

**Working Location:** The role will be based out of the ARTRAGE Offices (Northbridge) with a large portion of work being conducted onsite at events/programs.

## Food & Beverage Coordinator

<b>Position Title</b>	Food & Beverage Coordinator
<b>Reports to</b>	Operations Manager
<b>Direct Reports</b>	Approved Managers, Bar Staff, RSA Supervisors
<b>Works alongside</b>	Cinema Producer, Production Team, Marketing & Partnerships Team, Admin Coordinator

### **Bar Operations**

- Oversee bar operations with a focus on quality customer service delivery.
- Coordinate stock levels, ordering and quality control of all food & beverage products.
- Coordinate the installation, maintenance and up-keep of food & beverage equipment.
- Assist with product ranging, food & beverage promotions and beverage partner relations.

### **Food & Beverage**

- Oversee the appointment of Food Vendors and coordinate all permit requirements.
- Assist and coordinate special event catering and functions.

### **Budgeting & Finance**

- Assist with setting appropriate budgets for the organisation and working to them.

### **Team and Development**

- Oversee the recruitment of bar staff (including Approved Managers, RSA Supervisors and Bar Staff).
- Oversee departmental staff training, rostering and development.
- Maintain positive and communicative working relationships across all delivery areas working on the site.

### **Other Duties**

- Undertake any other duties assigned by the Executive Team and Operations Manager, which might reasonably be deemed to be within the scope of the role and having regard for the skills and qualifications relating to the role.

### **Qualifications and Experience**

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- Event, venue and/or hospitality management
- Customer service
- Team leading and management

### **Skills**

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#### **Essential**

- Approved Managers Certificate (WA)
- Experience in bar/venue management
- Strong interpersonal, verbal and written communication skills.
- Strong customer and stakeholder service skills and ability to work in fast paced environment.

- Ability to positively manage casual staff and liaise with contractors.
- Excellent organisational and time management skills with demonstrated ability to prioritise tasks and meet tight deadlines.
- Efficient with Microsoft Office software.

#### **Desirable**

- Experience with Point of Sale systems setup (preferably 'Square')
- Food and beverage preparation in cafes, cinemas or restaurants.
- Proficient in Adobe software, such as Adobe Premiere Pro, InDesign and Photoshop.