**MUSIC ROOM LONDON**

**Job Title:** Bar/Venue Manager

**Hours:** 15:00 – 22:00 Thursday, Friday 15:00 – 00:00, Saturday 11:00 – 01:00, Sunday 11:00 – 21:00

**Working days:** Part-time, Thursday – Sunday (with 1 weekend off a month)

**Location**: New Cross Gate, SE14 5BA (No remote working)

**Employee Benefits**: Regular weekend working, paid holiday, pension, staff discount, small and friendly team

**Key Responsibilities:**

Full responsibility for overseeing the smooth running of the Old Library Bar and events/performance areas, ensuring its profitability with the management team, and helping to establish the bar and music venue as a new fixture within the community. Training, supervising, and managing staff and helping to promote and market the bar and events. The Bar/Venue manager will report to the General Manager and manage a team of bar staff.

**About Us:**

Music Room London is an exceptional creative space in south east London in a former public library, lovingly restored to offer a unique cultural experience to all.

Music Room London established its first rehearsal studio in 1985 in New Cross Gate. In 1994 we moved to the former New Cross Library, an Andrew Carnegie building, and created five rehearsal studios. In 2003, we became known as Music Room London, the leading studio and PA/lighting rental facility for bands on site and festivals offsite.

Music Room London is also home to the Old Library Bar, a beautiful, restored character bar and live music venue that will be open to the public from early May 2022, serving locally brewed beers (eg Brick Brewery, Gipsy Hill Brewery and Villages), a wine selection from Greenwich’s Davy’s Wine Bar, Caravan Coffee and a selection of the award winning pies courtesy of Pieminister.

We have a landscaped beer garden with capacity for 30 (seated) with space for a popup bar and kitchen for events. We have plans to increase disabled access to the garden and performance areas.

As a live music venue, we have a number of performance spaces within the building – our largest of which has a dedicated stage and is equipped with 4k live streaming capabilities.

Music Room London also offers PA/sound equipment hire and repairs, and we have an in-house store where musicians can come in and pick up or buy online all their musical provisions, such as strings, cables, pedals, etc.

Music Room is supported by the Arts Council England as a valued cultural resource. We have a small and efficient staff and management team, who are committed to developing the business to be a valued and unique creative space for different audiences and customer groups. Our goal is to offer a quality experience where customers can enjoy music, spoken word, friendship and great food and drink in an amazing building and atmosphere.

**The ideal candidate will have:**

* Experience in a similar bar/pub/music venue environment
* Have practical bar skills, including pouring drinks, changing barrels, cleaning lines, working a coffee machine, clearing glasses and general organisation of the bar areas
* Experience of food handling and food safety regulations
* Knowledge of alcohol and service laws and the confidence to enforce them
* Customer service and care skills and the ability to act positively on customer feedback
* Excellent leadership skills and the ability to manage staff whilst also working alongside the team
* Strong financial understanding and administration skills
* Understanding of events organisation and delivery
* Ability to provide clear feedback to the senior management team and instruction to staff members
* Flexibility in working late nights
* Ability to be proactive, practical and be able to think on their feet

**Duties will include and are not limited to:**

* Managing the business aspects of the bar, negotiating supplier contracts, taking inventory, and reordering supplies, managing budgets, and setting goals
* Overseeing the cleanliness of staff and the physical bar area and paying attention to possible health hazards and ensuring food/hygiene safety
* Creating a positive work environment for staff
* Creating effective schedules and quickly resolving conflicts to ensure that bar is well staffed during peak hours and events
* Working with the General Manager to book and confirm bands/acts for the bar
* Assisting in setting up equipment for performances and packing down as required
* Preparing and serving hot food for service and serving drinks
* Creating promotional offers and planning promotional events
* Working with the marketing team to promote the bar and events in house style
* Creating staff rotas and dealing with adjustments to ensure cover
* Rotating and refreshing the bar drinks menu
* Attending management meetings
* Preparing monthly reporting on takings / sales

**Desirable:**

* To be based in South East London or within accessible reach of the venue
* Technical knowledge of sound equipment – analogue sound mixers/ PA System
* Experience of setting up lighting equipment
* Ability to use Xero and Square
* To hold a full UK/ EU Driving License

**How to apply**

Please contact daniel@musicroomlondon.com for an application form.

**Deadline to apply is: 30th May 2022.**