



Role Description:

BAR MANAGER, Nannup Music Festival 1- 4 March 2024

Reviewed: November 2023

Job Purpose: This position involves the oversight of the Festival bars and their volunteers.

Volunteers Assigned to Role:

Approximately 12 Bar Duty Managers over 3 bars

Approximately 50 RSA bar staff, bar runners and RSA Marshalls

Qualifications and Requirements:

- A Manager Licensed Premises qualification
- Ability to work without supervision
- Capable of leading a team of volunteers
- Good communication skills
- Customer service skills

Timeframe:

The role requires regular communication with the NMC staff and the Volunteer Manager in the 3 months leading up to the festival.

You will need to be on-site from the Thursday morning before the festival to oversee the setup of the bars and receive deliveries.

You will be needed to oversee bar operations throughout the weekend and will be 'on call' if you are not 'on duty'. You will need to ensure Bar pack-down is completed before departing on Monday.

PRIOR TO THE FESTIVAL

- Review festival bar licenses. Create a checklist of regulations to be observed, documents to be available and instructions to be communicated to all bar staff.
- Review the Bar Manager report from previous festival and list items to be followed up.
- Liaise with the Festival Director and Festival Patron about stock quotes and purchases both alcoholic and non-alcoholic, assuring all orders are in place.
- In conjunction with the Volunteer Manager confirm shift times and staffing requirements for the Manager roster and for bar staff, bar runners and setup/pack down volunteers.
- In conjunction with the Volunteer Manager, review the shift instructions for all bar staff.
- Communicate with Bar Managers ahead of the festival as necessary. Details to be provided by Volunteer Manager.
- Make a list of laminated signs required for each bar e.g:
 - Duty Manager – individual signs for each Manager on the roster.
 - Instructions for Bar Staff
 - Instructions for Bar Managers
 - Signs re restricted access to bar area

- Ensure all signs for Bars are produced by Festival Office. List is required 2 weeks before the festival, if possible.
- Prepare files for each bar including Incident Report forms etc. as per license requirements. Any printing to be arranged with the NMC office at least 2 weeks before the festival.
- Liaise with NMF staff several weeks prior to the festival week to ensure all stock i.e.: wine and water cups are on hand
- Ensure an electronic copy of all RSA certificates will be on hand throughout the festival. Confirm that online or offline access to certificates will be provided by the Volunteer Manager.
- Set up the Festival bars on the Thursday and Friday pre-festival with the assistance of volunteers
 - Accept deliveries of liquor and supervise stacking in cool rooms on agreed arrival time. Confirm delivery time with Bar Stock Coordinator well in advance.
 - Accept delivery of ice and eskies on the Friday morning
 - Set up all bars by 3pm Friday ready to operate at 5pm.
- Program Program iPads & EFTPOS system (SQUARE) with products and prices.
- Confirm with Accounts Manager to ensure that Items are set up in EFTPOS system as needed for post-Festival Audit and Accounting requirements.
- Liaise with Cash Control Manager re floats for each bar.

OVER THE FESTIVAL

- Train Bar Managers as necessary regarding festival bar procedures by:
 - Running an induction session for all Friday night Managers at 4 p.m. on Friday.
 - Running an induction session for all other Managers at 11 a.m. on Saturday.
- Oversee all bar operations during the festival. Assist in trouble shooting if the Duty Managers require help. (Note: Contact details of all staff will be provided online and on a printout by the Volunteer Manager)
- Manage float and cash drawer in liaison with the Cash Control Manager
- Liaise with Bar Stock Coordinator if extra stock is needed well in advance of needing.
- Be responsible for the safe overnight storage of all bar items. All stock to be securely stored overnight.
- No personal hardware or installations, only NMC hardware to be used.
- All sales to be clearly identifiable on POS – e.g. bottles AND Glasses of wine sold must specify which wine has been sold.
- All sold alcohol to be opened before given to patron, and only consumed in licensed areas.
- Bar manager induction before first shifts
- Close supervision of all bar staff at all bars.
- Do a final check Sunday morning to determine whether extra stock is required and obtain it.
- Monday morning pack down with designated volunteers to assist. Return all bar equipment and items to the festival premises or agreed locations, if elsewhere.
- Confirm with Bar Stock Coordinator that a stocktake of wine and water cups has been done.

POST FESTIVAL

- Provide a report on the bar operations and present at the festival de-brief meeting which is usually held with 2 weeks of the festival.

Compensation and perks:

Honorarium: \$750

Festival passes: x 2

Volunteer T-shirt: x 1

Breakfast Vouchers: x 3

Camping tickets: x 2 (From Wednesday pre-festival to Monday morning post-festival)