



ROLE DESCRIPTION

Role Title: Bar Manager

Responsible To: Fringe Project Producers & Artistic Directors

Location: Based on site across Gilded Balloon's Fringe venues

Contract Type: Freelance Contract

Fee: £7000 total fee paid weekly across the contract event period

Contract Period: 13th June – 4th September

Terms: Hours will vary and are flexible to enable you to be able to fulfil this role effectively ranging from 35 – 48 hours. In addition to the contract period there will be opportunity to do some additional paid part-time hours in the lead up to the contract start date. A schedule of work will be agreed in advance of the start date with appropriate days off and other requirements outlined in advance of your start date.

Basic Job Outline...

- Management of all Gilded Balloon bar operations including those at the Patter House and pop-up venue bars.
- Work alongside Gilded Balloon partners to create a unique drinking (and dining) experience for Fringe audiences.
- Work with the Fringe Project Producer in the recruitment and contracting of all bar staff.
- Training and management of all bar staff ensuring staff provide a high level of customer service.
- Oversight of all bar staff schedules, ensuring bars are adequately staffed in line with budgets
- Applying for licenses as required and ensure that all license conditions and H&S policies are met by staff.
- Ordering and management of stock.
- Banking and management of till systems.
- Account management of sponsors or suppliers as required.
- Daily sales and stock tracking to directors throughout the Fringe.

About Gilded Balloon...

Gilded Balloon is Scotland's longest running producer of live comedy and one of the best loved venues at the Edinburgh Festival Fringe. Gilded Balloon programme not only the best live comedy but also the very best theatre, cabaret, and music at the Fringe as well as year-round in Edinburgh and across Scotland.

The Gilded Balloon's Artistic Director, Karen Koren, started the company in 1986 and in 2015 celebrated the 30th appearance at the Edinburgh Festival Fringe. Gilded Balloon is a family-run organization, and prides itself on relationship-building with staff and artists alike, with many returning to join the family every year!

Key Responsibilities

- Management of all Gilded Balloon bar operations across all Gilded Balloon venues.
- Work alongside the Fringe Project Producer, Directors, partners and consultants to create a unique drinking (and dining) experience for Fringe audiences.
- Work with the Fringe Project Producer in the recruitment, contracting, training and management of all bar staff ensuring staff provide a high level of customer service across all venues.



- Applying for occasional and tables & chairs licenses as required ensuring that all license conditions and H&S policies are met by staff.
- Ordering stock ensuring that supply meets demand and adapting stock orders as necessary.
- Stock reporting and forecasting to Directors
- Working with the Finance Manager to accurately record takings and bank them safely and securely.
- Manage the Fringe reconciliation reporting on key stats across categories to inform future sponsorship opportunities.
- Management and implementation of all POS till systems ensuring they operate as efficiently as possible and within budget.
- Management of bar budget lines, reporting to Directors on planned spend and savings opportunity.
- Account management of sponsors and suppliers working with them to ensure their brand requirements are met.
- Daily reporting to directors throughout the Fringe.
- Opening and Locking up venues as required
- Supporting Patterhouse Venue Manager with implementing fire and other safety protocols

What we are looking for...

- At least two-years' experience in bar management in particular pop-up event bars
- Previous experience of budget management.
- Knowledge and understanding of Scottish licensing law and applying for appropriate license.
- Previous experience of training bar staff to ensure a quality and efficient service experience.
- A personal license holder
- A flexible, organised, and reliable approach to work with excellent verbal and written communication skills
- Proficient IT skills - ideally including G-Suite and Excel
- Confident, friendly approach to working with a wide range of people

In addition to the above, it would be nice to have...

- Previous experience of producing shows at an arts festival
- A passion for live comedy with a positive and proactive work ethic
- Knowledge of the Red61 - VIA ticketing system
- A full clean driving license
- And of course, a sense of humour is always good too

How to Apply...

To apply for this role, please send your CV and a short covering letter to flick@gildedballoon.co.uk. Please use the subject line 'Bar Manager'.

In addition to your application, please also complete our Equal Opportunities Monitoring Form [here](#).

General Recruitment Information

- All post holders will be issued a contract/agreement to sign prior to beginning work with us
- Applicants must be 18+ and have legal right to work in the UK
- All post holders will be given training and inductions relevant to their role
- Days off will be scheduled according to Director's or other managers availability to cover shows. A schedule of work will be agreed by both parties before the contract start.
- All posts will be expected to work out of office hours for key events and additional hours as required to carry out the role responsibilities during busy event periods.

www.gildedballoon.co.uk



- Hours will vary each week of the contract. The weekly requirement will not exceed 48 hours on average over the contract length and due to varying hours throughout the contract a schedule of required hours will be agreed by both parties in advance of your start date.
- Interviews will take place on Zoom in May
- Gilded Balloon is an equal opportunities provider and encourages applicants from diverse backgrounds. Please get in touch if you would like a copy of our Equality, Diversity and Inclusion Policy.