



# Victoria Event Centre

## Job Posting | Hospitality (Bar) Manager

**1415 Broad St, Victoria, BC, V8W 2B2**

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| <b>Job Title:</b>    | Hospitality (Bar) Manager                                |
| <b>Status:</b>       | full time  |
| <b>Hours:</b>        | Min 30 hours per week, more available                    |
| <b>Compensation:</b> | \$23.00 plus gratuities (negotiable based on experience) |
| <b>Schedule:</b>     | Flexible (some day admin, some evenings + weekends)      |
| <b>Department:</b>   | Front of House (FOH)                                     |
| <b>Reports To:</b>   | General Manager  |

### Who We Are:

The Victoria Multicultural Society operates the Victoria Event Centre (VEC), located in downtown Victoria, Lkwungen Territory. Opening its doors in 2003, the VEC is a favourite venue for artists, performers and local community organizers.

### Job Summary:

The Victoria Multi-Cultural Society is seeking a creative and passionate person to lead our bar service program, as well as to support our emerging cafe leaders. We are a host for Victoria's theater, arts, music and activist communities, and are home to a wide range of community-oriented productions. With the current return to event hosting at the venue, and the loosening of Covid-19 public health restrictions, this is an exciting time to jump into this position. You'll work with a friendly and passionate team. This is an exciting opportunity, ideal for passionate and creative applicants who thrive in dynamic environments with a passion for their own community, and others'.

### Key Duties and Responsibilities:

1. Oversee the development of our event-oriented food and beverage program.
2. Oversee improvements to bar flow and function.
3. Identify profit gain opportunities
4. Strong team leader, able to train emerging hospitality professionals
5. Bartend or serve during hours of service, and oversee service quality and standards.
6. Coordinate and develop training for service staff.
7. Schedule staff for cafe and events (based on ticket sales, style of service, etc)
8. Handle liquor orders, cost controls, and inventory.

9. Transition workflow from Square to 7shifts
10. Upgrade ingredients and bar menu for efficiency and long term success
11. Identify areas in which labour and costs could be maximized for a successful venue
12. Develop policy with HR consultant and management (and staff input) and onboarding manuals in collaboration with other management
13. Create functioning systems for behind the bar volume increase. Adapt menu to show specifics.

## **Preferred Skills and Experience**

The preferred candidate will have skills & experience inclusive of some or all of the following:

- Excellent communication and guest-focused relationship management skills. Motivated self-starter with a creative aptitude and problem-solving ability.
- Proven experience in community engagement
- Experience in the hospitality industry.
- Active engagement in arts & cultural communities.
- Experience managing a bar program, or other similar skillset.
- Ability to work well with others, and to collaborate with a team to find solutions.
- Experience writing policy, creating onboarding manuals

## **Work Environment:**

- Evenings, Hours and days of the week are flexible to your schedule
- Fast-paced bar with live musical performances, theater shows, and more.
- Collaborative and team-based

## **To Apply:**

All interested applicants should forward a resume and a cover letter to [kurt@victoriaeventcentre.ca](mailto:kurt@victoriaeventcentre.ca). We will accept applications on an ongoing basis until this position is filled. Only shortlisted candidates will be contacted for an interview.

We welcome and value the contributions that individuals who identify as members of marginalized communities bring to our organization, and encourage everyone to apply.

Thank you kindly for your application and your interest in this position. We look forward to hearing from you!