

DARLINGHURST THEATRE COMPANY

Event & Front of House Manager

An exceptional opportunity exists for the right person to join Darlinghurst Theatre Company to manage, develop and grow the company's event, hospitality and live performance offerings in our foyer at the Eternity Playhouse. This role works in close collaboration with our company producing team to effectively engage audiences and deliver welcoming and inspiring experiences for our audiences. The Event & Front of House Manager will have highly developed interpersonal and communication skills, a passion for live performance and hospitality and a belief in Darlinghurst Theatre Company's mission and mandate. They will develop the company's event and hospitality offerings and help to make our foyer a vibrant and popular Sydney hub and destination known for its hospitality, food, bar and live performances.

The successful applicant will have previous bar, hospitality and management experience, excellent people skills, live performance event experience and the passion and drive to activate our foyer. The successful applicant will develop and grow the business operation of our bar, our pre show dining and further activate our foyer with performances. They must be able to work exceptionally well with the general public, be motivated, energetic, highly efficient and have creative flair.

The Event & Front of House Manager reports to the Co-Artistic Director/CEO and to the Co-Artistic Director/Creative Producer and works collaboratively with other DTC team members. The Front of House Manager will have excellent management skills and will lead a team including FOH Supervisors, Casual Front of House staff and volunteers. The Front of House Manager will collaborate and work closely with our in house caterers Two Trout Catering to deliver excellent and unique food offerings for our pre show dining and bar food offerings.

REQUIREMENTS / QUALIFICATIONS:

The successful candidate will possess the following:

- Previous bar management and hospitality experience and a Responsible Service of Alcohol certification.
- Business development skills and the ability and desire to grow our theatre bar, dining and entertainment experience.
- Excellent interpersonal skills and experience in sales.

DARLINGHURST THEATRE COMPANY

- Strong organisational and management skills
- Strong interest in theatre and live performance.
- Willingness and the ability to work evenings and weekends.
- A good level of computer skills including Microsoft Office.

DUTIES:

Oversee and manage Darlinghurst Theatre Company's Front of House & Events operations including box office, bar, pre show dining, foyer performances and foyer activation.

Duties to include:

- Manage and develop the theatre bar, foyer and restaurant operation and ensure that it is welcoming, inviting, enticing and profitable.
- Devise and implement inspiring, exciting and enticing beverage and bar offerings for our patrons.
- Devise and implement inspiring, exciting and enticing food offerings for our patrons in collaboration with our in house caterers Two Trout; to include pre show dining and bar food offerings.
- In collaboration with our Producing team program- present inspiring, exiting and enticing live performance experiences in our bar/foyer to include live music, cabaret and performance.
- Oversee and manage the hospitality offerings for all events, one off hires and for corporate events including client communications and to help make events' hospitality successful for clients.
- Oversee the presentation of the foyer and ensure its aesthetic and presentation is maintained and further developed.
- Oversee the theatre Box Office during evening/performance times; including the selling of tickets, distribution of pre-paid tickets and the facilitation of phone bookings.
- Recruit, train, oversee and roster all Front of House staff.
- Ensure the safety of patrons, volunteers and staff in line with WH&S standards.
- Ensure the foyer, bar, public areas and amenities are always clean and highly presentable. The theatre is professionally cleaned however it is the Front of House team's responsibility to maintain and clean the foyer, theatre and public areas including maintaining the amenities during events and performances.
- Ensure all monies are collected, counted, receipted and secured, and that cash floats are prepared prior to each performance
- Ensure our front of house and venue comply with venue and alcohol licensing regulations, Work, Health & Safety and we maintain positive relationships with local residents.

DARLINGHURST THEATRE COMPANY

Hours: 38 hours a week.

Pay: \$68,000 per annum plus super.

To Apply:

Email your application to Glenn Terry, Co-Artistic Director & CEO at glenn@darlinghursttheatre.com

Please provide:

1. A cover letter detailing your interest in the role and address the job criteria and duties.
2. CV.

Closing: February 28, 2020