

## **Embassy Theatre Foundation, Inc.**

**Job Title:** Bartender  
**Reports To:** Front of House Manager  
**Classification:** Non-exempt, part-time  
**Salary Range:** For special/catered events \$15 per hour plus tips;  
For stage preparation \$10 per hour plus tips

**General Description:** This position is responsible for working stage and special events as a bartender. This position requires experience in cocktail mixology, excellent customer service skills and an ability to handle high-volume bar traffic while remaining courteous and pleasant at all times. Evening and weekend hours required.

### **Duties and responsibilities:**

- Prepares cocktails, wine and beer for customers during catered events, Embassy shows and Embassy special events.
- Performs and displays excellent customer service skills at all times.
- Handles cash and credit card transactions.
- Ensures all activities and procedures adhere to Indiana excise rules and regulations.
- Is able to lift up to 50 lbs.
- Follows Embassy controls and procedures for pouring of drinks and securing of alcohol.
- Performs set-up and tear-down of equipment and supplies.
- Adheres to the Embassy mission, which is to enrich the cultural life of the region by providing a wide range of arts and entertainment experiences in a historic venue, and to its values, which are stewardship, excellence and diversity, inclusion and community.
- Performs other duties and responsibilities as assigned.

### **Education and/or experience:**

Must be at least age 21, have a high school diploma or GED and at least two years experience in bartending. Must have current Indiana Alcohol Permit, certification of having completed the Indiana alcohol certification class, ability to work as part of a team and able to hand multiple tasks while maintaining excellent customer relations.