



## **Bar & Events Manager**

### **The Venues at Celtic**

The Venues at Celtic is an exciting new project launched at Stalybridge Celtic Football Club. It consists of 4 events spaces and 5 bars (including function and hospitality suites, a social club, matchday pop up bars, and an external “fan-zone”).

The Venues at Celtic forms an important platform for generating revenue on matchdays (when most of the event spaces and bars will be open) and on other days of the week when we will host parties, weddings, social events, conferences, business meetings at all times of day.

In addition, the Football Club will organise its own events (concerts, entertainment, music festivals, quiz nights etc.) from time to time.

### **Job description**

We are looking for an experienced Bar & Events Manager (the “Manager”) to work alongside our Venues Operations Director (the “Director”) to ensure that a smooth and professional operation is delivered across all our hospitality spaces.

The job becomes available from 1 June 2024.

### **Job responsibilities**

The Director will be responsible for the smooth running of The Venues at Celtic. The Director will discharge some of these responsibilities through the Manager such that the Venues operate efficiently on an on-going basis. Such responsibilities are likely to include:

- The proactive management of bookings such that events can be run smoothly, cost-effectively, and that we meet customer expectations.
- The management of stock and ordering, ensuring that all orders are appropriately received and that bars are stocked for events & matchdays.
- The recruitment of casual staff (to operate our bars, wait on tables, and collect and wash crockery and glasses).
- The creation of weekly shifts for casual staff and co-ordinating staff such that they are present for work (i.e. be the point of contact between staff and the Venues).
- The creation and co-ordination of events that are organised by the Football Club.

The Manager will work with the Director to ensure that either the Manager or Director (or from time to time another senior employee) is on-site during each event to act as the Senior On-site Leader. The Senior On-site Leader will be responsible for the smooth running of that event. During such events key responsibilities will be to:

- Ensure that we fulfil any agreed levels of service (e.g. table-cloths, catering, decorations, opening and closing times, number of bar staff etc.)
- Supervise staff on duty to ensure the smooth running of the functions at all times.
- Ensure that high standards of hygiene are maintained across our event spaces (operating cleaning checklists for all staff and ensure event spaces are cleared after each event).
- Ensure that our closing procedures are followed (e.g. beer lines are appropriately cleaned, that tills are closed down appropriately, that the venue is appropriately cleaned, and that the venue is left in a secure manner).
- Deal with customer complaints or difficult situations, making effective decisions to deal with such matters in a cost-effective and constructive manner.
- Represent the Venues and Football Club in a positive way, recognising the importance of supporting customers and staff constructively and positively.

### **Skills Required**

The successful candidate will:

- Have experience in managing bars and/or events venues.
- Demonstrate great inter-personal skills, presenting themselves in a positive and constructive manner.
- Be able to work under pressure, offering leadership to the wider team of casual staff.
- Be able to accommodate a flexible working pattern, often involving unsociable hours and/or late-notice attendance.

### **Applications**

To apply for the role of Bar & Events Manager, please email a copy of your C.V and a cover note to [shaun.bishop@stalycelticfc.co.uk](mailto:shaun.bishop@stalycelticfc.co.uk)

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