

Position:	Bar Manager
Location:	The Pavilion, 30 Eton Street, Sutherland, NSW
Employment Type:	Full-Time Position – 35 Hours per week
Reports to:	Operations Manager
Direct Reports:	Nil
Probation:	3-month probationary period

POSITION OVERVIEW

The Bar Manager is a hands-on, event-based role responsible for the planning, setup, execution, and pack-down of all bar operations at The Pavilion and Sutherland Arts Theatre. This position ensures the delivery of efficient, compliant, and high-quality bar service during events and performances, creating a seamless and engaging patron experience.

The Bar Manager oversees all aspects of event bar operations including staffing, stock control, point-of-sale systems, and service delivery. The role ensures bars are operationally ready, financially accountable, and aligned with event requirements and venue standards. All bar service is delivered in strict accordance with liquor licensing, RSA, and health and safety requirements, with a strong focus on consistency, efficiency, and professionalism.

KEY RESPONSIBILITIES

Bar Operations and Service Delivery - Lead the end-to-end delivery of bar operations across events, including bump-in, setup, live service, and pack-down. Ensure bars are fully stocked, correctly staffed, and operating efficiently to meet patron demand. Maintain high standards of presentation, cleanliness, and service. Oversee POS systems and transaction accuracy, and ensure all bar procedures are consistently followed.

Staff Recruitment and Training - Roster and supervise casual bar staff to deliver efficient, compliant, and customer-focused service. Provide training in RSA requirements, bar procedures, POS systems, and event-specific service expectations. Lead staff on shift, ensuring clear communication, accountability, and consistent performance under pressure.

Safety & Compliance - Ensure all bar operations comply with liquor licensing laws, RSA obligations, and venue policies. Monitor responsible service practices during events and manage incidents appropriately. Maintain safe working environments across all bar areas, including manual handling, crowd interaction and beverage service across the venue.

Event Activation and Planning - Plan and coordinate bar operations in line with event requirements, including determining bar locations, service points, staffing levels, and stock needs. Deliver temporary and pop-up bar activations where required. Collaborate with event teams to align bar service with audience profile, event timing, and operational flow.

Stock Control and Supplier Coordination - Manage end-to-end stock control including ordering, delivery coordination, stock rotation, and reconciliation post-event. Maintain accurate stock levels to meet demand while minimising wastage. Liaise with beverage suppliers to ensure timely supply and appropriate product selection for events.

Financial Performance and Reporting - Monitor bar sales performance during events, ensuring revenue targets are supported through efficient service and stock availability. Reconcile bar spends, oversee cash handling processes, and report on sales, variances, and operational outcomes. Identify opportunities to improve revenue and operational efficiency.

ESSENTIAL SKILLS

- **Bar Operations Experience** – Demonstrated experience managing bar operations in events, live venues, or high-volume environments, including staffing, stock control, and service delivery. Strong working knowledge of POS systems, liquor licensing, and RSA requirements.
- **Operational and Systems Management** – High level of organisation and attention to detail, with the ability to manage bar logistics, processes, and reporting accurately.
- **Time Management and Problem Solving** – Ability to prioritise tasks, respond to changing event demands, and resolve operational issues quickly and effectively.
- **Flexibility and Physical Capacity** – Availability to work evenings and weekends, with the ability to lift up to 20kg and undertake physical bar setup and pack-down tasks.

DESIRABLE SKILLS

- Experience in event or performing arts venues
- Experience managing beverage supplier relationships
- Approved Manager Licensee Accreditation (Liquor License)
- Class C Driver's License

QUALIFICATIONS/CERTIFICATIONS

- Current Responsible Service of Alcohol Competency Card.
- Current First Aid and Provide CPR certificates.
- A Working with Children Check for paid employment

PERFORMANCE GOALS

- **High-Quality Event Bar Delivery**
Ensure all bar operations are thoroughly prepared and executed to a high standard, with efficient service, minimal wait times, and strong patron satisfaction.
- **Team Leadership and Shift Execution**
Lead bar staff effectively during events, ensuring clear direction, strong coordination, and consistent adherence to service and compliance standards.
- **Operational Excellence in Bar Management**
Maintain accuracy and consistency across POS use, stock control, and bar procedures, ensuring compliance and accountability at all times.
- **Continuous Improvement of Bar Operations**
Identify operational improvements across bar setup, service flow, and staffing, contributing to more efficient, profitable, and customer-focused event delivery.