

Available Opportunity

Bar and Concessions Manager

The Oshawa Little Theatre

Location: Oshawa, Ontario

Category: Customer Service - Food & Beverage

Organization: The Oshawa Little Theatre (OLT)

Position Type: Honorarium-Based

Description

Oshawa Little Theatre provides an increasingly diverse audience and its theatre practitioners with consistently high-quality, excellent-value live performances, education and mentoring in an outstanding performing arts facility. For more than 60 years, with members as our base, our theatre has provided a community entertainment platform and developed theatrical talent of all ages, sharing with other theatre groups and our broader community, our immense experience, traditions and talent. We are committed to supporting our board members, members and staff with long-term strategic plans and management, financial stability, defined operating systems & procedures, and effective communication, to be an asset to our theatre community.

Oshawa Little Theatre is currently accepting applications for a Bar and Concessions Manager. The primary duty will be to fulfill the regular operations of the theatre's bar and concessions during performances, ensure exceptional service during performances, and provide leadership for the theatre's front-facing food and beverage services, and ensure the bar is adequately stocked and staffed. This position will require availability for approximately 50 performances per year (plus rentals).

Duties & Responsibilities

Bar/Concessions Operations & Inventory

- Ensure the bar and concessions table is fully stocked with beverages, inventory, and necessary supplies prior to each performance.
- Run the bar during show nights and special events (e.g. rentals) actively selling alcohol and refreshments to patrons; if unavailable on a certain performance night due a conflict, you are responsible for arranging your own replacement (with support from the Operations Manager)
- Ensure the bar is adequately staffed with appropriately trained personnel in the event you are unavailable for a scheduled shift.
- Ensure the concessions table is staffed with volunteers
- With the Operations Manager, assist with the development of staffing and volunteer schedules for the bar and concessions for all OLT productions and rentals.

Customer Service & Front of House

- Report directly to the Operations Manager and the Board of Directors to provide support and oversight of the Bar and Concession operations for all OLT productions, programs, and rentals.
- Communicate and work with rental promoters to ensure a positive experience regarding beverage services.
- Relay patron issues and problem-solve where applicable, reporting to the Board of Directors or Operations Manager as required.

Financial, Reporting & Administrative

- Follow all procedures and policies as set out by the Board of Directors.
- Handle cash or Point of Sale income, including preparing floats, maintaining small change, and ensuring the bar till is balanced at the end of each day or shift.
- Prepare comprehensive sales tracking, event summaries, and reconciliations, passing deposits or reports to the Treasurer.
- Provide support for payroll and timesheets for any assisting bar staff.
- Work within the budget and targets provided by the Board of Directors and contribute necessary information for establishing the operational budget.
- Perform sundry duties as assigned by the General Manager, Operations Manager, or Board of Directors.

Qualifications & Attributes

- **OLT will cover/reimburse the cost of Smart-Service certification**
- Strong interpersonal skills to create a positive team atmosphere and provide superior service for patrons, staff, volunteers, and the Board of Directors.
- Good communication skills, both verbal and written.
- Effective organizational and time management skills; able to deal with multiple tasks and priorities efficiently.
- Solutions-focused problem solver with strong judgment, tact, and analytical skills.
- Able to work independently, demonstrate initiative and creativity, and act as a team player.
- Previous retail sales/cashier or bartending experience is an asset.
- Punctual, flexible, and available for weekday, weekend, and evening shifts as required.

Honorarium: \$2000 per season

Please apply (brief statement of interest and resume) to President@oshawalittletheatre.com by September 15, 2026