

## TOJ Bartender

**Reports To:** TOJ Operations Manager

**Pay Grade:** \$19/hr plus tips starting rate; raise-eligible after probationary period

**Work Schedule:** Part-time, flexible, primarily evening hours. Estimated 8-12 hours per week, depending on programming.

Theatre Off Jackson (TOJ) is looking for part-time Bartenders to be part of our Front of House team. The theatre is a hosting venue for various producers throughout the year.

TOJ was founded as an organization that values and reflects the diversity of our community. We are committed to equal employment opportunities regardless of race, color, ethnicity, ancestry, religion, national origin, gender, sex, gender identity or expression, sexual orientation, age, citizenship, marital or parental status, disability, veteran status, or other class protected by applicable law.

For more information, please contact [tim@theatreoffjackson.org](mailto:tim@theatreoffjackson.org). To apply, please include a resume and brief introduction.

### Scope of Work:

- Part-time work during performances, primarily during evening hours; average shift is 4 hours
- Preparing and serving beverages and food items to audiences, pre-show and during intermission
- Note: TOJ offers paid training shifts to ensure all staff are comfortable working in the space.

### General Duties

- Mixing, preparing, and serving alcoholic and nonalcoholic beverages
- Cash handling and taking payment via Square POS
- Setting up and breaking down bar area
- Serving customers and interacting with other staff members, Co-Producers, and Resident Company members as needed.
- Regular bar side work, as assigned
- General upkeep of bar area and lobby space, maintaining cleanliness (Note: TOJ has regular custodial service between performances)
- Maintaining regular contact with Operations Manager and Executive Director regarding logistics as needed, before and during events
- Attending regular monthly paid staff meetings

### Requirements:

#### Minimum Qualifications

- Valid MAST permit, or ability to attain one (TOJ can arrange training)
- Restaurant, bar, or food service experience
- Cash-handling experience
- Good communication skills
- Cultural competency with diverse artists & audiences

**Preferred Qualifications**

- Experience working in professional presenting organization, not-for-profit, or arts environment
- Familiarity with Square Point of Sale
- Desire to be member and representative of a long-standing arts organization

**To Apply:**

Email a resume and brief introduction to [tim@theatreoffjackson.org](mailto:tim@theatreoffjackson.org).