

Bar & Events Manager

Hours: 40 hours a week

Location: The MegaCentre Rayleigh

Reports to: Business Director



About the Role

An exciting opportunity to be a key part in the beginning of our brand new bar and competitive socialising area. We are looking for a proactive and enthusiastic **Bar & Events Manager** to take ownership of our bar operations and bring fresh energy to our new venue. The bar will be open Thursday to Sunday evenings (with additional hours for private hire and events), and we're seeking someone who not only manages the day-to-day running of the bar but also develops exciting new opportunities to grow business through events, promotions, and creative programming.

This is a role for someone who enjoys being hands-on behind the bar, but also has the vision and drive to make the bar a go-to destination. You'll work alongside our bar staff, manage operations, and during quieter times, focus on planning and delivering events and shows in both the bar and the theatre space.

Key Responsibilities

- **Bar Operations**
 - Oversee the smooth running of the bar, ensuring excellent customer service and adherence to licensing laws.
 - Supervise and support bar staff, including rotas, training, and performance.
 - Monitor stock levels, place orders, and manage supplier relationships.
 - Maintain high standards of cleanliness, safety, and compliance.
- **Events & Business Development**
 - Plan and deliver a programme of events (e.g. live music, quizzes, themed nights, theatre-linked events, private hire packages) to increase footfall and revenue.
 - Collaborate with the wider venue team to integrate bar and theatre events.
 - Actively market and promote events in partnership with the marketing team.
 - Build relationships with performers, promoters, and community groups to develop a varied and attractive events calendar.
- **Leadership & Growth**
 - Take responsibility for the overall success of the bar.
 - Drive sales through promotions, upselling, and creative initiatives.
 - Report on performance, and suggest improvements.
 - Be the key point of contact for bar-related events and hires.

About You

- Previous experience in bar management or supervisory role.
- A passion for hospitality and events, with a flair for creativity and new ideas.
- Strong leadership and people skills – able to motivate a team and deliver excellent service.
- Organised and proactive, with good knowledge of stock management and licensing.
- Flexible and willing to work evenings and weekends.
- Ideally, experience in planning and delivering events (although enthusiasm and drive are just as important).

What We Offer

- Opportunity to shape and grow a developing bar and events programme.
- Supportive and creative working environment.
- Competitive salary
- Staff perks