



JOB DESCRIPTION

JOB TITLE: Bartender
DEPARTMENT: Operations
REPORTS TO: Food and Beverage Manager

POSITION SUMMARY:

The Indianapolis Symphony Orchestra is seeking a part-time Bartender to join the ISO team. Bartenders will serve alcoholic and non-alcoholic beverages to patrons at Hilbert Circle Theatre and Symphony on the Prairie depending on the current season.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Deliver best in class customer service to all guests.
- Assess patrons' preferences and make recommendations when appropriate.
- Take orders and consistently prepare beverages to venue specifications in a fast paced environment.
- Process transactions using the POS system for patrons.
- Interact with patrons in a professional and friendly manner.
- Request proper identification for anyone appearing under the age of 40.
- Recognize when patrons are becoming intoxicated and refuse further service in a respectful and safety-minded manner.
- Comply with all food and beverage regulations.
- Restock and replenish bar inventory and supplies.
- Perform opening and closing duties according to venue policy.
- Perform other similar duties as required.

MINIMUM REQUIREMENTS:

- LICENSING AND CERTIFICATIONS:
 - Employee Liquor Permit.
 - Indiana Server Training Program Certification or TIPS Certification.

- REQUIRED:
 - Must be at least 21 years old.
 - Must have a minimum of 6 months bartending experience.
 - Excellent knowledge of beer, wine, spirits, and common drink recipes.
 - Attention to detail and ability to work under pressure.
 - Flexible schedule with availability on weekends and week nights.

- PREFERRED:
 - Passion for music.
 - Venue/live, entertainment experience preferred.

- TECHNICAL PROFICENCIES:
 - Basic math, money handling, and reading skills.
 - Must have the confidence and technical acuity to learn POS system.

PHYSICAL REQUIREMENTS:

Bartender must be able to lift/move up to 25 pounds without assistance using proper lifting techniques. Position requires extended periods of standing and working on your feet. Requires visual and hearing acuity to interact with patrons in an environment that is often loud.

INTERPERSONAL CONTACTS:

INTERNAL: Frequent contact with front of house staff.

EXTERNAL: Contact with patrons, board members, community members, and volunteers.

SPAN OF SUPERVISION:

Direct supervision from Food and Beverage Manager.

OUR MISSION

To inspire, entertain, educate and challenge through innovative programs and symphonic music performed at the highest artistic level.

OUR VALUES

At the Indianapolis Symphony Orchestra, we are one team committed to achieving our mission through:

- Outstanding performance on and off the stage.
- Extraordinary service to both internal and external customers.
- A compassionate workplace built on trust and mutual respect.
- A culture of flexibility and openness to change.

The Indianapolis Symphony Orchestra is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, national origin, age, disability, sexual orientation, veteran status or any other status protected by law.

**Applications for this position should be sent to
jobs@indianapolissymphony.org.**