



INDIANAPOLIS SYMPHONY ORCHESTRA

JOB DESCRIPTION

JOB TITLE: Food & Beverage Manager
DEPARTMENT: Venue Operations
REPORTS TO: Director of Hospitality & Rentals

POSITION SUMMARY:

The Indianapolis Symphony Orchestra is seeking a full-time Food and Beverage Manager to join the Venue Operations team. The Food and Beverage Manager will oversee the bar and concession operations and manage relationships with our preferred caterers. Responsibilities include managing all food and beverage part-time personnel, accounting, purchasing, pricing, inventory control, sales, and scheduling functions of the food and beverage operation.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Prepares, plans, and manages bar and concession operation for all concerts, rentals, and internal events at the Hilbert Circle Theatre and other locations as needed.
- Supervises, hires, and trains part-time food and beverage staff.
- Ensures quality service to patrons and responds to and resolves issues as they arise.
- Schedules part-time food and beverage staff and prepares bi-weekly payroll.
- Strives to create a positive and collaborative work culture with the part-time food and beverage staff.
- Responds to inquiries and requests from internal ISO staff members, rental clients, and patrons.
- Purchases inventory for bar and concession operation by ordering appropriately based on type of event.
- Accountable for complete and accurate inventory management.
- Prepares annual budget and provides accounting of bar and concession operation.
- Manages point of sale system for bar and concession transactions.
- Collaborates with ISO preferred caterers to produce BEO's for special events and receptions.
- Participates in developing long and short-term plans for revenue growth and cost control measures.
- Ensures all food and beverage staff comply with Indiana ATC laws and health codes.
- Performs other related duties as assigned.

MINIMUM REQUIREMENTS:

- Alcohol awareness certifications and liquor license is required

- Bachelor's degree in Business Administration, Management, Hospitality, Arts Administration or related field preferred.
- Three (3) to five (5) years of food and beverage experience required, preferably at a venue or live entertainment organization in a supervisory role.
- Successful manager must have great attention to detail, maintain accurate and organized files, and must be self-motivated.
- Experience with point-of-sale systems (including Square, Momentus Elite) preferred.
- Must be at least an intermediate user of Microsoft Word, Excel, Power Point, and Outlook.
- Must have the confidence and technical acuity to learn additional software and programs as needed.

PHYSICAL REQUIREMENTS:

Must be able to walk on uneven surfaces in the Hilbert Circle Theatre and at Conner Prairie for Symphony on the Prairie with or without accommodation. Must be able to lift/carry display products up to 50 pounds without assistance. Requires visual and hearing acuity to sit at a computer for several hours at a time and speak on the phone.

INTERPERSONAL CONTACTS:

INTERNAL: Frequent contact with all levels of staff and volunteers

EXTERNAL: Frequent contact with patrons, board members, community members, volunteers, and vendors.

CONTENT OF CONFIDENTIAL INFORMATION: Part-time food and beverage staff pay and personal information. Company financial information.

SPAN OF SUPERVISION: Part-time food and beverage staff.

OUR MISSION

The ISO inspires and unites our community through our music.

OUR VISION

The ISO sets new standards as a dynamic leader in the arts, serving our community by creating innovative, engaging, and accessible musical and educational experiences.

OUR VALUES

Inspiration: We strive to offer inspiring musical and educational experiences for everyone.

Unity: We believe that collaboration makes us stronger.

Integrity: We endeavor to instill a culture where everyone is treated with trust and respect.

Stewardship: We are entrusted with sustaining a treasured community resource and are committed to its success.

OUR DEIB VISION

We endeavor to model practices of diversity, inclusion, and equity in all that we do, including programming, people and culture, and community building. Through these practices, we will build a universal sense of belonging for all who connect with the ISO.

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.**