

**Job Title: Concession & Bar Lead (2 positions available)**

**Organization:** Midland Community Theatre

**Location:** Midland, TX

**Closing Date:** December 31, 2022

**Position Summary**

**Job Description:** Midland Community Theatre is seeking two staff members as bar & concession leads. This position will be responsible for overseeing and maintaining the bar and concession stand while performances are running and at each performance and event. TABC experience preferred but not required. Must be available one week day per week for 4-6 hours and for each performance. Schedule can alternate between both to lighten the schedule.

1. Keep inventory of all bar and concession products.
2. Complete orders for pickup and delivery of bar and concession products.
3. Oversee sales, reporting and tracking of all bar and concession products in Square point of sale system during each performance and event.
4. Ensure correct TABC record keeping and work with MCT Accountant for accurate reporting.
5. Deliver excellent customer service to all patrons.
6. Keep bar and concession area clean & organized. Wash, dry and fold all bar towels.
7. Report broken/damaged equipment and report all facilities issues to the Managing Director.
8. Handle, record, audit and report all cash after each performance and event.
9. Oversee scheduling of volunteers for concession and bar staffing at each performance and event.
10. Other duties as assigned by Managing Director and Box Office Manager.

**Reports to:** Managing Director

**Status:** Part Time

**Schedule:** One 4 to 6 hour day per week and all productions & events.

Maximum 25 hours per week total.

**How To Apply:** To apply, email Ken Olson, Managing Director at [ken@mctmidland.org](mailto:ken@mctmidland.org).