

Recruitment Pack

OVERVIEW

Job Title	Bar Supervisor
Hours	Full time and permanent. 36.25 hours per week, including some unsociable hours. No overtime will be payable but time off in lieu will be arranged.
Deadline	Monday 9 February at 9am
Salary	£25,480
Interviews	Week commencing Monday 16 February



ABOUT THE MET

Welcome to The Met, a place where creativity flourishes and everyone is welcome.



What Makes Us Special

At The Met, we're not just another organisation; we're a welcoming space that celebrates diversity. Our magic lies in presenting a variety of performances – from live music to theatre and comedy. But that's not all! We're also a hub for community workshops, a recording studio, and a creative business centre. And let's not forget the excitement of our events across Bury which highlight all the town has to offer.

Our Vision

Our dream is to be a cultural gem that everyone can enjoy. We're on a mission to blend our international reach with local impact, making Bury a cultural leader in Greater Manchester that's accessible to all.



Our Mission

At The Met, we're all about making music, creativity, and fun accessible to you. It's not just about excellence; it's about sharing the joy of quality performances. We're here to make a positive impact on lives by opening doors to inspirational shows and opportunities that celebrate diversity, boost wellbeing, and bring out the local pride in all of us.

Where we are

Our home is a Grade II listed building on Market Street in Bury (The Met, Market St, Bury BL9 0BW).



Benefits

Enjoy the perks of being part of The Met family! As a **Real Living Wage Employer**, we not only value your contribution but also offer flexible working, a generous employer pension of 5%, and a unique volunteer scheme allowing you to make a positive impact beyond our walls.

The Met operates a flexible working policy with the option to work from home for 2-3 days per week.

We offer 23 days annual leave per year plus bank holidays (pro rata).

We are a **Mindful Employer Plus** giving staff access to training and helplines 24/7. We are a supporter of the **Greater Manchester Good Employment Charter** and a **Disability Confident Leader**.



Partners & who we work with

We work in partnership with many organisations in Greater Manchester and nationally. We are funded by **Bury Council**, **Greater Manchester Combined Authority** and **Arts Council England** and we work with these partners to create impact locally and nationally.



Subgroups and focus

We have a number of internal working groups including EDI, Access, HR and wellbeing and environmental.



What is it like to work here?

“The Met provides me with an exciting variety of tasks that engages both my creative and administrative skills, and enables me to work across all departments, helping me to form strong working bonds with all of my colleagues.” Jack Forrest



ROLE OVERVIEW

We are seeking a **Bar Supervisor** to join our staff team.

We are passionate about the power of art to transform communities and society, and our focus is to develop artists to ensure their success. We are seeking a new team member who will share our passion and commitment and have the knowledge and experience to support the organisation.



The Met is a registered charity and a company limited by guarantee governed by its charitable objects and Memorandum and Articles of Association. The Met has a turnover of circa £1 million and a staff of 18 full time and 10 casual staff. We work with over 100 volunteers every year through our festivals and events work.

Key Information

Job Title	Bar Supervisor
Contract	Permanent
Remuneration	£25,480
Reports to	Events and Hospitality Manager
Hours of duty	Full Time
Qualifications required	None
Holidays	23 days per year plus bank holidays
Other staff benefits	The Met operates a flexible working policy, a 5% employer pension and a volunteer scheme with up to 5 days per year to enable you to volunteer at other organisations during work hours.

Context of the Role

The Met is a thriving venue in Bury, Greater Manchester. We're looking for an exceptional individual to join The Met as our Bar Supervisor. You will have knowledge, passion and experience for running a friendly, profitable bar with exceptional customer service. You will work closely with the whole team, including the Events & Hospitality Manager, Technical and Premises Manager and the Finance and Commercial Manager, to help us to deliver incredible live experiences for our audiences to retain our reputation as a key venue in Greater Manchester.

You will have overall responsibility for the bar, making sure we maximise income to fund our not for profit work in our community. You will have excellent customer service skills and confidence in dealing with a wide range of people. You will have an understanding of our work, and a passion for live events.

Purpose of the Role

- To duty manage the bar, ensure a warm welcome and support the events team at The Met, providing a high standard of customer care.
- To ensure a set up and close down operation is up to date and followed by staff working on the bar
- To lead a team of casual staff and train staff to a high standard
- To always ensure the highest standards of cleanliness
- To operate the bar in line with legal compliance, making sure it is clean and tidy and always presentable.
- To manage stock levels and complete stock reviews
- To take responsibility for deliveries.
- A Duty Manager for the building which entails being a First Aider and Fire Warden for the building
- Cellar Management, ensuring our cellar is kept to a high standard.
- Barista experience desirable.

Person Specification

- 1 Experience of working in hospitality and managing a bar.
- 2 Excellent interpersonal, communication and organisational skills.
- 3 Excellent customer service skills.
- 4 An interest in and enthusiasm for live music, theatre and performance.
- 5 Experience of working on own initiative and unsupervised.
- 6 A willingness to accept weekend and evening work.

Accessibility Information



The Met is committed to being accessible and inclusive in our recruitment processes. We are a Disability Confident Leader and we welcome applications from all sections of our community. As such, if you are an applicant within a protected characteristic, you will be guaranteed an interview for this role if you meet the essential criteria.

We will be sending questions in advance to candidates invited for interview, if you would prefer these in an alternative format (ie. large print or audio) please indicate this on your application. The Met is an accessible building, for information on our facilities please visit themet.org.uk/visit/access. If you have any access needs that you would like to discuss, please contact us on the email or phone number below.

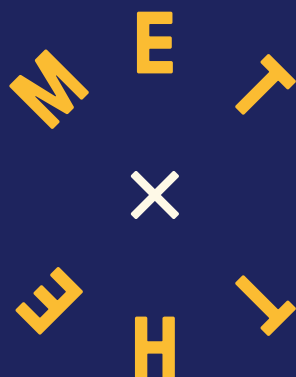


HOW TO APPLY

Please send a CV, an Expression of Interest or a video answering the following questions/prompts:

- Why are you attracted to this role?
- What do you feel you will be able to bring to the role?

If you would like to discuss the role or ask any questions in advance of application, please get in touch with **Nathan Berry** via nathan.berry@themet.org.uk or by calling **0161 761 7107**.



Please send your completed application and a completed equal opportunities form to rebecca.schofield@themet.org.uk by **Monday 9 February at 9am**.

Interviews will take place in person at The Met during the week commencing **Monday 16 February**.

Thank you for your interest in this post.