Concessions Manager

The Concessions Manager, under the supervision of the Events Manager, is responsible for overseeing all concessions activity, sales, preparation and end-of-night procedures during specific scheduled events held at the Performing Arts Center of Rapid City (PACRC)

A. EVENT PREPARATION
   A. Arrive 2 hours prior to scheduled event.
   B. Coordinate Alcohol delivery with the House Manager and Events Coordinator
   C. May be required to haul Beer and Wine to and from storage facility.
   D. Meet with House Manager to discuss any issues, notes, questions, etc.
   E. Hang-up all concession signage (including Alcohol) in/around appropriate theater.
   F. Put out trash cans in lobby and set up condiment table

B. CONCESSIONS PREPARATION
   A. Make coffee and keep pots filled and hot through intermission.
   B. Set up mobile bar with all items needed for beer and wine sales i.e. Wine Corker, cocktail napkins, rag for spills, ice, etc.
   C. Prepare coolers of soda and water for transport to the Historic Theater
   D. Count out cash bags and set up drawers for the event.

C. VOLUNTEER MANAGEMENT
   A. Meet with House Manager to find out which volunteers will be assisting in concessions.
   B. Train volunteers on the items available for sale, how to count change, how to use the credit card machine etc.
   C. Assign specific tasks to each volunteer
   D. Ensure that there is an Alcohol trained Volunteer running the bar.

D. CONCESSIONS MANAGEMENT
   A. Make note of all expired/depleted stock concessions including wine and beer, and provide to Events Coordinator for ordering/restocking.
   B. Maintain positive relations with all volunteer staff.
C. Count and sign off on concessions cash bags in conjunction with House Manager.
D. Drop cash bag and report into safe after accounting is correct and signed off.
E. Fill out CM Report forms and report anything out of the ordinary.
F. Re-stock Refrigerator/Freezer with Ice Cream, Water, and Soda after each event.

E. OTHER DUTIES
   A. The Concessions Manager may be assisted by the House Manager before the event, but once ushers arrive the House Manager will not be able to assist with concessions, unless there is an immediate emergency.

F. TIME REQUIRED
   A. Approximately 10 hours per week; Mostly evenings and weekends. Some weeks with much higher activity and others with inactivity.