

**Job Title: Event Facility Manager**  
**Company: The Sheldon Arts Foundation**  
**Location: St. Louis, MO**  
**Position Type: Part-Time**  
**Reporting to: Director of Events**

### **ABOUT THE SHELDON**

For over one hundred years, The Sheldon has been dedicated to enriching the greater St. Louis region and beyond with a wide range of music, visual arts and educational programs of the highest quality, diversity and educational impact; and to the preservation and operation of the historic Sheldon Concert Hall and the adjoining Sheldon Art Galleries. Built in 1912, The Sheldon consists of a 700-seat concert hall, a 300-seat ballroom, a 500-seat banquet room and a 7,000 square foot art gallery. With a committed board, The Sheldon has positioned itself as a financially stable artistic gem in the heart of St. Louis' Grand Center Arts District.

### **POSITION SUMMARY**

The Sheldon Bartender is the front line for Sheldon's customer service. This person will work closely with the rest of the bartending team to ensure speedy and accurate service for all Concerts & Special Events. Majority of shifts are evenings and weekends.

### **ROLES AND RESPONSIBILITIES**

- Provides a pleasant drinking experience to customers.
- Serves drinks while maintaining a clean and sanitary bar area.
- Attends to detail and presentation of each order.
- Prepares and maintains ingredients by following recipes.
- Adheres to proper alcohol handling, sanitation, and safety procedures, and maintains appropriate dating, labeling, and rotation of all beverage items.

### **REQUIREMENTS**

- This position requires the incumbent **to work nights and weekends**.
- Demonstrated knowledge of and skill in ability to safely and effectively operate standard beverage service equipment with outstanding customer service
- Adaptability, multi-tasking
- Oral communication
- Self-motivated with lots of energy

### **EDUCATION & EXPERIENCE**

- High school diploma or GED
- Minimum two (2) years of bar or restaurant experience to include drink preparation
- Familiar with point-of-sale computers and software

### **TERMS OF EMPLOYMENT**

- 15-20 hour work week, schedule will be determined by event schedule.
- Pay Structure: Flat Fee of \$55 for under 6hr & \$75 for over 6hrs, plus gratuity.
- The Sheldon is an equal opportunity employer. People of Color, individuals with disabilities, members of the LGBTQIA+ community and veterans are encouraged to apply.

### **HOW TO APPLY**

Interested candidates should submit resume to Jason Felders, Director of Events:

[jfelders@thesheldon.org](mailto:jfelders@thesheldon.org) *No phone calls please.*