



The New Hazlett Theater is seeking an engaging, reliable, and creative **Part-Time Seasonal Outside Bartender** to help launch and grow our new outdoor bar and gathering space. This position runs **mid-April through mid-October**, with shifts **Wednesday through Saturday, 4:00 PM – 10:00 PM**. There is opportunity to join our regular front of house team the remainder of the year.

The outdoor bar will be a lively extension of the Theater's atmosphere—welcoming audiences, artists, and neighbors to connect. We're looking for a bartender who not only serves great drinks, but will help shape this space into a vibrant community hub. You'll play a key role in creating a warm, inviting experience for patrons and encouraging repeat visits.

This position is ideal for an experienced hospitality professional who enjoys evening work but wants a manageable, steady schedule without late nights. It's a great fit for someone who values quality interactions with guests in a relaxed, community-oriented setting.

New Hazlett team members embrace the theater's mission to create dynamic art through innovation and collaboration. We provide vital resources to creators from all backgrounds to enrich our cultural community, and respect and present diverse artists and ideas. We are committed to eliminating bias with regard to race, sex, gender expression, sexual orientation, ability, heritage, culture, religion, and tradition, both on stage and off, and are willing to interrupt behaviors that impede our DEAI efforts.

#### Essential Duties & Responsibilities:

- Prepare and serve beer, wine, and simple cocktails in compliance with PA Liquor Control laws, RAMP training standards and New Hazlett house rules for alcohol service.
- Engage guests with friendly, professional service and conversation.
- Handle electronic payments accurately, reconcile sales, and maintain financial integrity.



- Monitor stock levels, manage inventory, and communicate supply needs proactively.
- Setup, restock, and close the outdoor bar efficiently each evening.
- Maintain a clean, organized, and safe work area.
- Contribute to building the bar's following through positive word-of-mouth and excellent hospitality.

Whether you're new to bartending, returning to work after a gap in employment, or simply looking to transition, we would love to hear from you. Use your cover letter to tell us about your interest in the arts and what you could bring to this role.

## **JOB REQUIREMENTS**

### Preferred Experience:

- Three years in bartending position in a fast-paced environment
- Experience working in outdoor or pop-up event spaces
- Experience managing inventory and communicating supply needs
- Familiarity with opening and closing procedures

### Knowledge, Skills & Abilities:

- Strong interpersonal skills
- Ability to communicate with a broad range of patrons
- Ability to calmly and professionally address occasional guest concerns, ensuring a positive and welcoming atmosphere
- Ability to problem-solve, and able to quickly identify and provide recommendations on issues



- Comfortable working independently outdoors during evening shifts, maintaining energy, focus, and a friendly attitude
- Strong organizational and time management skills with the ability to multitask and reprioritize

#### Licenses or Certifications:

- RAMP certification is required; if you are not currently certified, the New Hazlett will cover the cost of certification.
- CPR / First Aid training will be provided annually

#### Travel Requirements:

- Access to reliable transportation required

#### Physical, mental demands and working conditions:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: An employee in this position must be able to communicate well with others in person and be able to communicate via handheld radio.
- The employee must be able to understand and solve problems, interpret and analyze data, concentrate, use available technological resources and systems, such as a cash register and computer programs, multi-task, prioritize, and interact with multiple individuals to complete essential tasks.
- An employee in this position is frequently required to move throughout the workplace, sit, stand, walk, carry up to 60 pounds, climb stairs, balance, stoop, kneel, crouch and crawl.
- This position will stock product on shelving



#### Working Hours:

- Wednesday's through Saturday's from 4:00pm to 10:00pm from mid-April to mid-October
- Shifts may be moved indoors based on weather conditions
- The outdoor bar will not be open if the theater is rented out for a private event such as a wedding, company party, etc.

#### Compensation:

- \$15.00 per hour plus tips

The New Hazlett Theater is proud to be an Equal Opportunity Employer, and we encourage people from underrepresented backgrounds to apply. We do not discriminate on the basis of race, color, ethnicity, ancestry, religion, national origin, gender, sex, gender identity or expression, sexual orientation, age, citizenship, marital or parental status, disability, veteran status, or other protected class.

Employment is contingent upon your successful completion of a professional, educational, and criminal background check. At the time of hire, you will be asked to provide documentation needed to complete standard employment eligibility and onboarding requirements.

**TO APPLY:** Submit a resume, cover letter, and three professional references to [lauren@newhazletttheater.org](mailto:lauren@newhazletttheater.org). There is no deadline to apply. No phone calls please