



## Position Description **Bar Lead**

### **Organization**

The Museum of Contemporary Art Detroit (MOCAD) presents exhibitions and programs that explore the best of contemporary art, connecting Detroit and the global art world. MOCAD is focused on art as a means to nurture social change and human understanding, reflecting our community. We encourage innovative experimentation by artists, musicians, makers, cultural producers and scholars to enrich all who participate and to educate visitors of all ages in the power of art. Whether from Detroit, or around the world, we welcome creative voices who can guide us to an equitable and inclusive future. We believe that art can change us, and it's our responsibility to hold a space where challenge, acceptance, hope and beauty can coincide. MOCAD is an Equal Opportunity Employer.

### **Classification**

- Part time, up to 29 hrs. per week
- Non-exempt, \$18/hr. plus tips

### **Schedule**

The normal café schedule matches MOCAD's open hours, Wednesday-Sunday, and the Bar Lead should be available during most operating hours with an emphasis on Thursday-Saturday, and have some flexibility for evenings and other needs outside operating hours. Some scheduling flexibility is also required so the Bar Lead can assist with bar management during special events such as facility rentals, public programs, and museum fundraisers.

### **Key Relationships**

Reports to the Bar + Cafe Manager

Supervises the Café Associates.

Also works closely with Visitor Services staff, facilities staff, and members of the rental, community engagement, and development departments in the context of event production. They will also work closely with contractors in the area of event production such as Bartenders, Event Production Assistants, AV Technicians.

### **Position Description**

The Bar Lead oversees daily operations in MOCAD's café/bar, training Café Associates to prepare and serve the café and bar offerings, and setting expectations for excellent customer service in the café and a friendly visitor experience. That experience includes informing visitors of the food and beverage options available, preparing and serving orders, maintaining cleanliness of the café area, and other duties as assigned. The goal of this role is to help ensure all visitors have a positive and enjoyable experience visiting the Museum. The Bar Lead also plays a crucial role in preparing the café and bar for service during all events hosted at MOCAD including public programs, special events/fundraisers, facility rentals, and more.

### **Tasks and Responsibilities**

#### **Café + Bar**

- Supervise the day-to-day operations in the bar/cafe.
- Communicate clearly with all cafe employees to ensure effective cafe operations.
- Maintain a clean, safe, and inviting cafe environment for customers. Supervises sanitation in adherence with health code.
- Manage work of and motivate the bar team.
- Train new employees and provide ongoing training for all café and bar staff.
- Document and communicate all café procedures, and ensure that café staff follow opening, closing, and other café procedures.
- Act as building closer during closing shifts.
- Work with the Bar + Café Manager to plan and update menus. Provide training to café staff on how to prepare and serve menu items.
- Work with the Bar + Café Manager to coordinate purchasing and receiving of spirits, beer, wine, NA beverages, bar consumables, and other stock/supplies.
- Work with the Bar + Café Manager to ensure accurate inventory tracking for all menu items and equipment.
- Take the lead in monitoring café equipment, communicating about maintenance/repair needs and working with the Bar + Café Manager as needed to coordinate service.
- Work bar/café shifts as needed.
- Assist with marketing and promoting products.
- Work alongside Bar + Cafe manager to ensure all business needs are met.

## **Event Bar Management**

- Supervise and assist in event bar set up for special events, public programs, and other needs.
- In coordination with other staff as needed, take the lead on hiring, scheduling, and overseeing contracted bartenders for events hosted at the museum.
- Attend some private events, public programs, and other museum events to supervise and ensure satisfaction at all levels of execution.
- Demonstrate a passion for trends within the liquor community and think creatively about new drinks or menu items the bar may develop.
- Coordinate planning for events of all kinds in collaboration with relevant staff members.
- Provide bar leadership during special events.

## **Qualifications**

- Must be at least 18 years of age.
- A minimum of three year of relevant sales, banquet, bar, catering, and/or cafe experience, including customer service and basic knowledge of accounting procedures and cash handling.
- A minimum of one year's experience in bar management.
- Understand POS systems and have the capacity to perform all team member and management functions.
- Some espresso and/or cocktail experience preferred. An interest in well-prepared foods and coffee.
- Excellent interpersonal skills, with a friendly attitude and ability to work on a team.
- Ability to communicate performance expectations to cafe staff members, and give and receive effective feedback.
- Must be prompt, professional, and prepared to work at the beginning of each shift.



- Ability to be neat, orderly, and a thorough cleaner.
- Basic knowledge of health code/food sanitation requirements.
- Ability to handle high-volume, busy periods.
- Ability to stand for long periods of time, lift from ground to above shoulder, bend, stoop, sit, push, pull, and perform tasks requiring manual dexterity.
- ServSafe certification required (can be completed after date of hire, if necessary).
- Ability to work independently.
- Must have weekend availability.

To apply for this role, please email your resume and cover letter to [jobs@mocadetroit.org](mailto:jobs@mocadetroit.org) as a PDF. Sorry, we are unable to respond to phone calls about this position.

The Museum of Contemporary Art Detroit provides equal opportunity to all applicants.