

WORKING WITH US!

Help Wiltshire Creative achieve the vision of enriching the cultural and creative life of Salisbury and Wiltshire.



**SALISBURY
ARTS CENTRE**
PART OF WILTSHIRE CREATIVE

**SALISBURY
INTERNATIONAL
ARTS FESTIVAL**
PART OF WILTSHIRE CREATIVE

INCORPORATING

**SALISBURY
PLAYHOUSES**
PART OF WILTSHIRE CREATIVE

About Wiltshire Creative

Wiltshire Creative is a multi-arts organisation that brings together the energy and ambition of Salisbury Playhouse, Salisbury International Arts Festival and Salisbury Arts Centre. It is an ambitious and innovative joint arts offer that secures a bright future for audiences, artists and participants.

Our Vision

To enrich the cultural and creative life of Salisbury and Wiltshire.

Our Mission

To create and present a dynamic and inclusive range of cultural experiences for the people of Salisbury, Wiltshire and beyond, including our role as a Southwest hub for talent development and learning and participation.

Our Values

Creative, Inclusive and Ethical

You can find out more about us through our website and social media channels: <https://www.wiltshirecreative.co.uk/>

Follow us: @WiltsCreative



About the role

Job Title:	BAR SUPERVISOR
Responsible to:	FRONT OF HOUSE MANAGEMENT TEAM
Main relationships:	CASUAL BAR SUPERVISORS; BAR STAFF; DUTY MANAGERS

Our Bar Supervisors play a key part supporting the front of house operation at Salisbury Arts Centre and Salisbury Playhouse and we are now looking to hire a permanent part time Bars Supervisor to assist with cellar and stock management. Working with our front of house staff, you will be part of the enthusiastic team delivering exceptional hospitality at both venues.

Shifts are evenings and weekends on a rota system.

Please note we can only employ staff aged 18 or over due to the nature of the role.

Key responsibilities

Customer Service

- To meet, greet, direct and serve customers.
- To ensure the highest levels of customer service in the Bar areas, working with the Front of House Management team to deliver the complete customer experience to visitors.
- To be correctly attired upon on duty (Wiltshire Creative branded top and smart black trousers).
- To be courteous and professional with colleagues and work to maintain a friendly and professional atmosphere.

Bars Supervision

- To handle and account for monies and receipts, including cash floats and till reconciliation.
- To practice good cellar management including care of the draught beer system
- To monitor and replenish stock levels, ensuring rotation
- To order all bar stock, ensuring sufficient stock is in place to maximise revenue while not over-ordering
- To supervise casual bar staff on shift ensuring standards of service are maintained and escalating issues to the front of house management team

Housekeeping

- To ensure overall cleanliness of the bar and service area.
- To remove regularly all empty glasses, bottles, crockery and cutlery from the Front of House service areas if required and ensure Front of House areas are kept clean and tidy.
- To clean glasses and replenish to aid quick service before and after the interval.
- With the Facilities Team, to ensure that departmental equipment is well serviced and maintained

Safety & Security

- To ensure you are aware of appropriate licensing regulations (and to enquire if unsure).
- To follow correct health and safety procedure and report issues to your line manager.

General

- To always act in the best interests of Wiltshire Creative
- To take positive action to promote Equal Opportunities in all aspects of the work of Wiltshire Creative
- To agree to abide by Wiltshire Creative's policies, as set out in the Staff Handbook
- To maintain confidentiality in all areas relating to Wiltshire Creative
- To maximise income and minimise expenditure wherever possible
- To be flexible and to undertake any other reasonable duties as requested by Management

About you

- A proven commitment to quality customer care with a flair for dealing with the public.
- Ability to work as part of a team.
- Excellent interpersonal and communications skills.
- Aware of the profitability of the business.
- Work evenings and weekends as scheduled.
- Excellent personal hygiene, presentation and time keeping.
- Availability over busy periods such as Christmas and New Year
- Front of House Bar service experience
- Cellar management experience would be preferred

Terms and Conditions

Salary	£25,828 per annum (£16,788 pro rata)
Type of Contract	Permanent Part-Time - 26 hours per week
Location	Salisbury - Playhouse or Arts Centre, or occasional external venues for specific productions
Hours of work	Variable on a rota basis, evenings and weekends
Holiday	28 days per annum allowance pro rata (18 days per annum for this contract)
Benefits	<ul style="list-style-type: none">• Pension scheme subject to eligibility• Complimentary tickets for in-house shows• Invitations to press nights• Occasional ticket offers on visiting shows• Discount in our bars and cafés• Opportunity for flexible working patterns• Wellbeing activities• Employee Assistance Programme• A fully trained team of Mental Health First Aiders• Training and development opportunities <p>Full details are available upon request.</p>

How to apply

Thank you for your interest in this post. The closing date for applications is 9am on 2nd September 2025.

We strive to make our recruitment process accessible for all. If we need to make any adjustments to allow you to fully participate in our recruitment process, please contact our friendly admin team on recruitment@wiltshirecreative.co.uk or 01722 320117, and they will be more than happy to help. Adjustments could include, but are not limited to,

- Providing the application pack in a different format (e.g. hard copy, PDF, large print, audio)
- Enabling you to submit your application in a different form (e.g. audio, video)
- Making arrangements to facilitate your participation in an interview should you be shortlisted

We are keen to have all ethnicities, faiths, genders, sexualities, and disabilities represented in our organisation, and actively encourage applications from people of all backgrounds. We guarantee to interview all d/Deaf and disabled applicants who meet the essential criteria for this vacancy.

Before you apply

Please read the Job Description and Person Specification carefully before you apply and use these to inform your application. If you have any questions, or if you wish to have an informal conversation with us before applying, please contact our friendly admin team on recruitment@wiltshirecreative.co.uk or 01722 320117.

How to apply for this post

To apply please click the Apply button below and complete the online form. Please note that we will NOT accept CVs.

If you would like to submit your application in a different format (e.g. audio or video), please contact our friendly admin team on 01722 320117 or recruitment@wiltshirecreative.co.uk.

The questions in this form are also available in audio and BSL video format.

Please also complete our [Equality, Diversity and Inclusion Monitoring Form](#). A hard copy of this form is available on request. We ask for this data to monitor who our job adverts are reaching and who is applying for our roles. The data submitted is completely anonymous and will only be seen by the administration team and used to analyse the progress of our Equal Opportunities policy. Your answers will not be linked to your application form in any way and will not be seen by the shortlisting or interview panels.

Data Protection

The information you give in your application will be used to create a shortlist for interviews. Any data about you will be held securely, with access restricted to those involved in dealing with your application as part of the recruitment process. Your application will be kept on file for a maximum of six months, and then destroyed.

Should any job opportunities for which we think you may be suitable arise within the six-month period, we may send you details about the vacancy. We may also contact you for feedback on our recruitment processes.