

Join our team!

INCORPORATING

**SALISBURY
ARTS CENTRE**
PART OF WILTSHIRE CREATIV

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

**SALISBURY
PLAYHOUSES**
PART OF WILTSHIRE CREATIV





Salisbury International Arts Festival 2025 c. Kin Ho

Wiltshire Creative

We bring people together for joyful, enriching creative experiences.

Our venues - Salisbury Playhouse and Salisbury Arts Centre - deliver surprise, delight and wonder with a diverse year-round programme. Salisbury Playhouse produces performances that bring pride and joy to our region, touring nationally and beyond.

Once a year, we burst out beyond our walls to invigorate city spaces with Salisbury International Arts Festival.

We nurture talent and spark imagination, inviting more people in our region to live creative lives.

Follow us: @WiltsCreative | wiltshirecreative.co.uk

About this role

Job Title:	Bars Manager
Responsible to:	HEAD OF OPERATIONS AND COMMERCIAL
Responsible for:	Bars Supervisors, Bar Staff
Main relationships:	Catering and Foyer Manager, Front of House Team

Salisbury Playhouse and Salisbury Arts Centre both have a large bar which operates during performance times. The Bars Manager is responsible for the staffing, maintenance and profitability of these bars, along with any temporary bars or other commercial drinks outlets used to generate revenue during Salisbury International Festival or ad hoc events.

This position will oversee the teams across both buildings, and will need to work evenings and Saturdays at both venues on occasion to fulfil this.

Key responsibilities

Bar Operations

- Lead the professional day-to-day operation of bar areas across the organisation
- Practice good cellar management including care of the draught beer system
- With the Catering & Foyer Manager, take responsibility for provision of beverages for Press Nights and other Wiltshire Creative events
- Manage the bar offering for external hires and events
- Order all stock, ensuring sufficient supply is in place to maximise revenue while not over-ordering and taking ownership of the stock management systems to ensure accurate data reporting
- With the Facilities Team, ensure that departmental equipment is well serviced and maintained, reporting any maintenance needed to Facilities promptly
- Ensure a high standard of hygiene and housekeeping is maintained in all areas
- Conduct monthly stocktakes

Audience Experience

- Ensure audience experience is at the centre of all departmental decision making
- Ensure that items on sale are of good quality and in keeping with the Wiltshire Creative brand values
- Continually seek improvements in the speed and efficiency of service in all outlets
- Ensure that all staff and volunteers working in your areas are trained to a high standard of customer service
- Work closely with managers in the Operations Team to promote a cohesive audience experience

Staff Management

- Line manage casual Bars Supervisors and casual Bar Staff, including recruitment, development, motivation and training
- Produce an effective and efficient rota for bar and kiosk areas, ensuring staffing is at appropriate levels while controlling payroll costs
- Carry out team management and development plans as required
- Ensure that all staff members are correctly attired and neatly presented
- Authorise weekly timesheets for Bar Staff

Commercial Revenue

- Drive the team to achieve commercial targets set by the Head of Operations and Commercial
- Contribute to the organisation of an annual beer festival at Salisbury Arts Centre
- Analyse commercial performance, using the findings to inform decision making and motivate staff
- Control and report on bar wastage and any other write-offs
- Regularly review pricing to ensure margins are maintained
- Take the lead in relationships with key suppliers, ensuring best value for the organisation and a smooth supply chain

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

- Experience of managing, training and motivating a team
- Experience of cellar management
- Experience of stock management (using software to monitor discrepancies)
- A passion for the drinks industry
- Experience working with a range of local and national suppliers, with proven ability to build good working relationships
- A proven commitment to customer care with a flair for dealing with the public.
- Strong interpersonal and communications skills.
- Proven commercial acumen and a results driven approach
- Computer literacy, with particular need for familiarity with Excel
- Prior knowledge of EPOS and stock management systems
- A good team player with the ability to solve problems using their own initiative
- Ability to represent Wiltshire Creative at all levels.
- Ability to work weekends and evenings
- Previous bar management experience
- First Aid qualification (or willingness to work towards)
- Personal Licence holder (or willingness to work towards)
- Food safety qualification (or willingness to obtain)
- Knowledge of industry trends within the licensed sector
- Knowledge of the operations and an interest in theatre

Terms and Conditions

Salary	£14,000 per annum
Type of Contract	Permanent part-time
Location	Flexible working across Salisbury Playhouse and Arts Centre, as required.
Hours of work	20 hours per week, with occasional need to work paid overtime during particularly busy times (such as Christmas and a busy summer festival season). Regular evening and Saturday work will be required.
Holiday	14 days per annum (28 days pro-rated for hours) rising in line with length of service plus an additional day's leave on your birthday.
Benefits	<ul style="list-style-type: none">• Wiltshire Creative offers a pension scheme through People's Pension, whereby contributions will be deducted from your salary and are currently matched by Wiltshire Creative up to 3% of salary. Wiltshire Creative is legally obliged to auto-enrol all eligible employees into this scheme after three months' employment, although the employee has the right to 'opt out'.• Complimentary tickets for in-house shows• Invitations to press nights• Occasional ticket offers on visiting shows• Opportunity for flexible working patterns• Wellbeing activities• Employee Assistance Programme• A fully trained team of Mental Health First Aiders• Training and development opportunities• Cyclescheme• Interest-free travel season ticket loans <p>Full details are available upon request.</p>

How to apply

Thank you for your interest in this post.

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

The closing date for this vacancy is 9am on Monday 23rd March 2026 with interviews taking place the week commencing 30th March 2026.

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.