



## **JOB DESCRIPTION FOR BEVERAGE SERVICE COORDINATOR FOR VICTORIA BC SKA & REGGAE SOCIETY 2018**

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### **General Job Description**

The Beverage Service Coordinator works as a part of the Victoria Ska & Reggae Festival organizing team under the supervision of the Operations Manager, Artistic Director and the Victoria BC Ska & Reggae Society Board of Directors. The person in this position is responsible for beverage ordering, licensing, training, on-site support, scheduling, and troubleshooting.

This position requires proven organizational and interpersonal skills experience working in a fast-paced environment with a diverse population. The Beverage Service Coordinator must have their Serving it Right certificate and a good understanding of all provincial and municipal laws surrounding the service of liquor. The Beverage Service Coordinator must also have a general understanding of the inner workings of event management and an ability to work well under pressure in high stress situations. Time management skills and ability to multi-task and communicate effectively with other organizers and staff are essential to this position.

### **Date / Time Commitment**

The festival runs from June 20-24. Plan to be busy full time from June 19-25<sup>th</sup>.

After the festival is done, plan for adequate time to complete, returns the PST report, and any other inventory or record keeping. Also the volunteer party is usually the Wednesday following the festival and a liquor license will need to be aquired.

Preparation, meetings and planning will take place between mid February and the event date. During that period, be prepared to reply to correspondence in a timely fashion, and to attend organizer meetings.

### **Compensation**

The compensation is a flat rate stipend of **\$1500**. A bonus may be given at the discretion of the Operations Manager and Artistic Director if performance is exceptional and the festival has a good financial year.

### **Specific Responsibilities:**

- Apply for, and be the licensee for all liquor licensing and exemptions for the Victoria Ska & Reggae Festival.
- Management and execution of all logistics surrounding how all products will get to and from the supplier to the different event sites. This includes ensuring all liquor is picked up from the liquor store or warehouse and stored before it is loaded on to the event site (s). The Beverage Service Coordinator is responsible for the physical pick up and purchase of all liquor products from the festival's suppliers.
- Complete all final reports requested by the Liquor Licensing Board for all beverage service provided at the Victoria Ska & Reggae Festival. Most specifically this includes the PST report after the event (s)
- Create, organize, and complete serving, and liquor licensing plans in a timely fashion. This includes creating a general written check list stating how and when everything will be done from beginning to end.
- Communicate with the festival's sponsors with regards to types of liquor and the quantities of liquor to order
- Liaise with police and liquor inspectors before and during the festival to ensure they are happy with how things are run.
- Assist and attend meetings regarding technical and artistic aspects of the site design. Express opinions and give input on site layout by liaising with Operations Manager Artistic Director, Sponsorship Coordinator, and Volunteer coordinator to ensure layout meets the needs of the site.
- Assess staffing needs for beverage service
- Hire and train beverage service supervisors; train beverage service volunteers.
- Attend all organizational meetings and volunteer orientations.
- Liaise with Volunteer Coordinator regarding volunteer certification (Serving It Right) and scheduling during the festival; report daily on volunteer performance and beverage garden needs during the festival.
- Assist with the execution of sponsorship for the liquor service (beer, cider, spirits etc.)
- Make referrals for sponsorship and program guide purchasing opportunities to Sponsorship Coordinator and/or the Artistic Director.
- Clearly and accurately estimate beverage service sales and needs for the Victoria Ska & Reggae Festival when applying for liquor licenses.

- Keep accurate daily inventory of beverage service alcohol sales, and remaining product. Ensure complimentary drinks used for hospitality are tracked separately from sold liquor. Build sales estimates based on tickets sold, and liquor consumed and make sure they match the totals counted by the cash counting team.
- Remain sober and alert at all times during all events to carry out responsibilities with utmost professionalism, maintaining public image of Victoria BC Ska & Reggae Society.
- Maintain proper, clear, and prompt communication via email and phone with the Operations Manager, Artistic Director and other organizational staff, checking in every couple of days as needed.
- Assist with maintaining an up to date supply inventory, creating shopping lists, and attending the shopping trip to acquire supplies for the Victoria Ska & Reggae Festival.
- Assist with Volunteer Appreciation Party after the festival.

#### **Additional Responsibilities:**

- Promotion of all liquor products to increase sales. This will happen in conjunction with the Creative Team and Street Team.
- Assist with handing out permits and noise exemption notices.
- Design a bar menu and pricing based on the offerings of our beer, cider and liquor suppliers and sponsors.



