

## **Bar Manager**

Sunday - Thursday: 5:30pm - 2:30am on show days, 7:30pm to 2:30am on bar only days

Friday - Saturday: 5:30pm - 4am (could be split up into two shifts)

### Responsibilities:

Bartending.

Making sure all bars are prepared for the shift.

Closing out registers, counting banks and settling payment with DJs.

Confirming that all employees have completed their closing tasks.

Act as the overall point of contact for patrons with questions or concerns.

Working with diverse personalities both on the staff and patrons.

Maintaining a fun, safe atmosphere for patrons.

### Requirements:

Be 21 or older.

Have a current ABRA manager's license.

Be able to work at least 4 Fridays or Saturdays per month.

Have basic math, computer and accounting skills.

Have excellent problem-solving and customer service skills

Be able to walk, stand, and occasionally carry heavy items in a fast-paced environment.

Previous experience in restaurant/bar/nightclub management is preferred.

**EMAIL RESUME TO: [general@rockandrollhoteldc.com](mailto:general@rockandrollhoteldc.com)**

## **Show Runner**

Show Days - load in to load out

### Responsibilities

Arrive at least 15 minutes before load in to ensure all dressing rooms and merch areas are set up and ready.

Greet bands and show them around. Provide hospitality info to bands.

Assist with load in.

Make sure soundcheck and show run smoothly and on time.

Oversee the box office and settle the ticket count.

Act as the point of contact for all band and crew inquiries, as well as guest concerns.

Pay out sound and light engineers.

Pay out bands according to box office settlement and contract deals.

Assist with load out.

### Requirements:

Be able to work at least 4 Fridays or Saturdays per month.

Have proficient math, computer and accounting skills.

Have excellent problem-solving and customer service skills

Be able to walk, stand, and occasionally carry heavy items in a fast-paced environment.

Be able to read and understand contracts.

Keep a professional manner at all times.

Must be 21 or older.

## **Production & Booking Associate**

### Responsibilities

Running (running errands as need be for the venue)  
filling hospitality riders (filling riders at local grocery stores)  
production set up ( setting up dressing rooms, merch areas, signs)  
Booking local support acts for national artists and filling open dates with local shows  
Keeping local artist database updated  
Hanging up posters for show and some minor poster design

### Requirements

Must have an extremely flexible schedule  
Day time position  
Knowledge of local, DC/metro region music scene a plus  
Must have transportation  
Must be 21 or older  
Must be able to lift 20-30 lbs  
Assist with load in and assist settlement manager and tour managers as needed  
Must be able to work independently and multitask in a fast paced environment  
Please note that this job is 80% production and 20% booking

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