

## **Northlight Theatre**

Job Description as of 6/9/26

**Job Title:** Bartender

**Category:** Temporary - Hourly, Non-Exempt

**Description:** Bartenders are key patron-facing members of Northlight Theatre's Patron Services team. Reporting to the Patron Services Manager/Asst. Manager, Northlight Theatre's bartenders will be responsible for preparing and serving concessions and merchandise at events, including alcoholic beverages.

As needed, bartenders will also support box office operations by processing orders and answering patron questions about the theatre. The hours for this position vary seasonally; applicants must be available for a minimum of 10 hours per week during the run of productions. (Eligible for tips.)

### **Responsibilities include but are not limited to:**

- Sell and serve drinks, concessions, and merchandise at performances, including simple alcoholic mixed beverages
- Track sales in SalesVu software
- Stock bar from Northlight concession stores
- Log bar/merchandise inventory use
- Answer general questions about the theatre and performances
- Maintain cleanliness of bar and stock areas
- Assist with emergency procedures as needed
- Adhere to Northlight policies as listed in Employee Handbook
- Assist with ticket sales if the Box Office line becomes busy
- If needed, distribute tickets or check-in patrons for opening nights, fundraisers, and other Northlight-hosted events
- Other duties as assigned to support the Patron Services team

**Qualifications:** Bartending experience required. Illinois Beverage Alcohol Sellers and Servers Education and Training (BASSET) certification and food handler training; certification fees and training hours covered by Northlight Theatre. Must be 21+ years of age. May be required to lift up to 50 pounds; reasonable accommodations can be arranged. This position works in-person at Northlight Theatre, 1012 Church Street in Evanston, IL