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**Late Bar and Music Venue General Manager – Full time: £35,000 p/a (negotiable dependant on experience) + bonus**

We are seeking a dynamic, energetic and experienced General Manager to lead our late bar and live music venue and is able to bring some fresh ideas to the table in order to facilitate and generate further growth. We are looking for somebody who has a can-do attitude who is ready for a challenge and willing to go the extra mile in order to push the venue to its highest potential.

As a venue which prides itself on offering an alternative, tolerant, and exciting environment for late night revellers, but one which does not offer food, our emphasis is on great drinks and great times. The ideal applicant will have a keen interest in music and will be able to keep the party going until late into the night. The venue is split into a 250 capacity ground floor bar and beer garden which is open to the public Monday-Saturday (with DJ performances and a variety of events throughout the week) and a 100 capacity live music venue on the first floor which operates on an ad-hoc basis on regular evenings over each week.

Experience of working with live music events would be advantageous but is not essential, though the successful candidate must have a willingness to engage with the live music side of the business in order that they can understand the operation well enough to lead and assist the Events Manager and Sound Technicians.

The successful applicant will have autonomy over their working schedule but the working week will be a blend of daytime venue management while the venue is closed and late night shifts leading the team when the venue is open.

Interested applicants should email a CV and covering letter to [jobs@hallamshirehotel.pub](mailto:jobs@hallamshirehotel.pub)

**Key Responsibilities:**

**Day-to-day**

- Taking full responsibility for the day to day operations of the venue and ensuring that it is running in an efficient and fully compliant manner.
- Running the pub when on bar shifts as leader of the team and as the most senior member of management with ultimate responsibility for the safe, efficient and legally compliant running of the business. This includes the responsibility of being the first member of staff on site and/or the last to leave, ensuring that the premises is legally compliant, safe and in good order when opening and left secure and in good order when leaving.
- Liaising with door staff to ensure that the security standards and needs of the business are met.
- Leading the team in delivering excellent service and customer experience
- Training and development of the team in compliance with the staff handbook
- Stock ordering and collection of deliveries
- Cellar management duties
- Staff management including creating rotas and processing wages
- Cash handling and cashing up
- General management and day to day upkeep of the venue and cellar
- Conducting fire and health and safety risk assessments periodically according to minimum compliance legislation
- Ensuring that all health and safety documents are kept up to date and that any potential risks are assessed and mitigated
- Drive sales through effective marketing, promotions and local community engagement; generation and review of promotional materials and social media engagement on a regular basis.
- Liaison with our in-house Events Manager to ensure we have a steady and complimentary roster of events throughout the month
- The generation and implementation of limited but effective cocktail menus
- General maintenance: undertaking minor repairs as they arise and/or liaising with tradespeople to carry out repair and maintenance work on the venue's behalf.
- Regular planning sessions with senior leadership to review growth, assess business priorities and set goals

### **Team Management**

- Implementation of staff training and disciplinary issues as they arise
- Ensuring that staff contact details, personal files and training records are kept up to date
- Hiring and (where necessary and when all other possible resolutions/ HR compliant disciplinary measures have failed) terminating staff members' employment.

### **Events Management**

*It is the General Manager's duty to ensure that the following duties are conducted, in conjunction with our in-house Events Manager:*

- Booking bands, DJs and sound technicians when necessary
- Routine maintenance, replacing and keeping inventory of sound/ stage equipment

### **The Ideal Candidate**

- Minimum of 2-4 years in hospitality management, preferably in a late bar, nightclub or music venue
- Must hold their own personal license to sell alcohol and be willing to be the official Designated Premises Supervisor of the site
- Strong leadership, excellent interpersonal , communication and organisational skills
- Knowledge of beverage products and cocktails which will inform the offering to the customer and the products that we stock
- Flexibility to work evenings, weekends and holidays as required on a rotating basis.

### **Benefits**

- Generous bonus structure based on a percentage of the venue's profits.
- Staff discount on drinks at our venue and its sister site