

# HIDEOUT

## **Venue Manager Job Description**

The Hideout's Venue Manager has the primary duty of managing the Hideout's daily operations and ensuring that the venue is operated smoothly; safely; consistently with the Hideout's commitment to diversity, equity, and inclusion; and in accordance with applicable liquor licensing and other legal requirements.

The Venue Manager customarily and regularly directs the work of non-managerial employees, in multiple job titles, in the Hideout's Operations Division including all bar staff, and for the joint supervision of employees who have duties in both the Operation's Division and Programming Division. The Venue Manager works closely with the Program Director, whose primary duties relate to artistic programming, sound production, and door staff.

Venue Manager should have a minimum of three years of experience in the service, hospitality, or entertainment industries, including at least one year as a bartender or barback, and at least two years in management.

### **Specific Responsibilities:**

- Maintaining the Hideout's bar program, signage, drink specials, and systems; maintaining bar inventory, including receiving orders and COD deliveries.
- Conduct interviews and annual employee performance reviews, training employees and owners on procedures, systems, and software applications to ensure that multiple employees and the ownership team have an understanding of all procedures, systems, and point of sale software.
- Maintaining the venue's state and local licenses including liquor licenses; ensuring timely completion of employee payroll
- Scheduling employees using Schedulefly
- Ensuring that cleaning projects and equipment maintenance are completed in a timely fashion (unrelated to daily janitorial systems)

### **Inclusion, Diversity, and Equal Opportunity**

The Hideout is committed to fostering a diverse and inclusive work environment. We strive to maintain a culture that celebrates the strengths of every team member. We engage in ongoing efforts to foster a culture of mutual respect for employees from all backgrounds, perspectives, and abilities. We advance equal opportunity without discrimination on the basis of race, color, ethnicity, ancestry, national origin, citizenship status, work authorization status, sex, pregnancy, gender identity or expression, ability, religion, sexual orientation, age, veteran status, marital status, parental status, order of protection status, source of income, or credit history.

If you would like to request a reasonable accommodation during the application or hiring process, please contact Matt Clark at [manager@hideoutchicago.com](mailto:manager@hideoutchicago.com) or 773-227-4433.