

CLWBIFORBACH

Clwb Ifor Bach | 11 Stryd Womanby | Caerdydd / Cardiff | CF10 1BR

(029) 2023 2199 | post@clwb.net

Teitl Swydd: Rheolwr Dyletswydd

Cyflog: £20,000 - £22,000 + pensiwn

Oriau: 37.5 yr wythnos

Hawl Gwyliau: 33 diwrnod (gan gynnwys gwyliau banc)

Cyfnod y Cytundeb: Parhaol

Cyfnod Prawf: 3 mis

Lleoliad: Clwb Ifor Bach, Caerdydd

Dyddiad cau: 5pm, 28ain Mai 2021

Gigfan sefydledig yw **Clwb Ifor Bach** sydd wedi bod yn gartref i gerddoriaeth newydd am dros 35 mlynedd. Am y chwe blynedd diwethaf mae Clwb wedi bod yn un o brif hyrwyddwyr annibynnol Caerdydd, yn hyrwyddo digwyddiadau ar draws y wlad, rhaglennu cerddoriaeth byw ar gyfer amryw o ddigwyddiadau a chyflwyno yr ŵyl aml-leoliad dinesig, **Gŵyl Sŵn**.

Ym mis Ebrill 2021, fe lansiodd **Clwb Music**, cwmni cerddoriaeth annibynnol sy'n cynnwys label recordiau, cwmni rheoli a chyhoeddi gyda'r nod o ddatblygu a chydweithio ag artistiaid o Gymru. We are currently looking for two **Duty Managers** to join our company as we prepare to re-open.

Rydym yn chwili am ddau **Rheolwr Dyletswydd** i ymuno gyda'r tim wrth i ni baratoi i ail-agor.

Cliciwch yma i gael y disgrifiad swydd llawn.

I ymgeisio am y rôl hon - anfonwch CV a llythyr eglurhaol at: guto@clwb.net

Prif Ddyletswyddau:

Duty Management:

- Rheoli'r staff a'r lleoliad tra ar agora i'r cyhoedd
- Cynnal perthynas proffesiynnal gyda staff blaen y t
- Maintain key relationships with front of house, reps, tour managers and SIA
- Incident reporting and exercising due diligence in line with venue standard operation procedures, licensing objectives and Covid compliance.
- Stock and wastage control
- Reconciliation of the end of night take with relevant till receipts; reports and returns
- Provision of a high level of customer service and the ability to constructively troubleshoot and resolve problems

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Cellar & Back of House:

- Dray deliveries, stock management and line cleaning.
- Regular back bar / cellar cleaning to ensure high standard of hygiene is maintained throughout.
- Undertake regular cleans of the cloakroom, and keep on top of any lost property

Other work:

- Recruit, train and schedule bar staff
- Schedule SIA staff
- Manage and update stock management system
- Regular stock checks

Experience:

Essential:

- Good organisational skills and the ability to work under pressure
- Experience of leading and managing a team
- Ability to work flexible hours; mainly evenings / late nights and weekends

Desirable:

- Personal License
- Previous experience of working in a live music or night time economy environment and a knowledge of venue operations
- Passion for live music and a basic knowledge of trends within the sector
- First aid qualified

Benefits:

- Free gigs!
- Office based in the city centre
- A highly sociable work environment and culture
- Regular opportunities for training and development