

Food & Beverage Manager, Vancouver Writers Fest Job Description 2022

The Food & Beverage Manager supports the Vancouver Writers Fest (VWF) team with implementing the Vancouver Writers Fest's flagship Festival Week the third week in October.

This is a temporary position in October, with flexible prep hours, and full time during the week of the Festival. It reports to the Executive Director, and works closely with the Festival Operations Manager, Volunteer Manager, Hospitality Coordinator, and other Festival department heads as needed to ensure the Festival runs smoothly

The F& B Manager is responsible for overseeing inventory management for concessions throughout Festival Week. The F&B Manager also runs point on our two Sunday events: Brunch and Tea. Both events require supervision of volunteers to staff the event, managing rentals for tables, linens, cutlery, glassware, etc., ensuring all food and beverage donations and purchases are in place, and overseeing food preparation and clean up (with the support of volunteers).

Specific Responsibilities include (but are not limited to):

Concessions Management

- confirm liquor needs (beer and wine) with Executive Director, Festival Operations Manager, and Hospitality Manager
- overseeing/preparing all equipment and signage for concessions at venues
- preparing concession reconciliation sheets
- securing/sourcing concession supplies (includes food purchase, coffee/tea, wine/beer donations, etc.)
- overseeing set-up of concessions/bars at all venues (Performance Works, Waterfront, NEST, Revue Stage)
- working with Volunteer Manager to determine volunteer requirements and confirm job descriptions for volunteers
- supervising concession volunteers as needed
- monitoring concession, bar, and Hospitality inventory and sales
- supervising strike for concession and bars.

Sunday F&B Management

- confirm liquor needs (champaign and sherry) and food needs with Executive Director, Festival Operations Manager, and Sr. Education and Development Coordinator
- overseeing all equipment rentals for Sunday Brunch and Afternoon Tea events (working with production to coordinate with existing rentals)
- securing F&B supplies (includes food purchase, donations, etc.)
- working with Volunteer Manager to determine volunteer requirements and confirm job descriptions for volunteers

- overseeing set-up, service and strike of Sunday Brunch and Tea events with support of volunteer crew and crew captains

VWF requests a final report from all Festival department heads covering what worked, as well as notes for improvement for future festivals.

Time for performance of Services

F&B Manager can start upon signing of the contract and runs until October 31, 2022. The F&B Manager is expected to set their own hours in the lead-up to the Festival, with the caveat of joining weekly production calls (Thursdays at 10am) during September and October, and attending/supporting the Volunteer Training sessions the week before Festival Week (1.5 hours each).

Compensation

VWF will pay the Contractor a flat rate of: \$1,755 (estimating based on an assumed \$26.50/hour and 65 hours of work)

Traditionally VWF has secured significant donations of food and wine. A large part of this is already in place for 2022.

TO APPLY: Please send cover letter and resume to info@writersfest.bc.ca.

Applications will be reviewed on a rolling basis and posting will remain open until position is filled. We are looking to hire as soon as possible.

Inclusive Hiring Philosophy:

VWF is committed to building a culturally diverse staff and strongly encourages applications from the global majority (Black, Indigenous, and People of Color; Black/Brown/Indigenous/Asian). The VWF is an equal opportunity employer and all qualified candidates will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, or any other characteristic protected by the law.

Further, we're not looking for a rigidly perfect candidate. We like complex people with diverse strengths and lived experience. This is not an entry-level position, but we also know that many different kinds of experiences may serve you in this role. If you have a record of organizing and managing events in any form, in collaborating with cross-functional teams, and understanding how to pull things off under pressure, that is experience.

Research shows that underrepresented applicants tend to downplay their qualifications. What's most importance to us is the expertise you've developed, in whatever forms that may take. We are looking for someone with practical and practiced skills; however, whether you have a long resume or only a few years of non-traditional working experience, if you think you'd be a good fit, please apply.