



As part of the Venue Operations team, the **Cellar Person** will contribute to the success of Theatre Royal Sydney supporting the Bar team to provide consistent, memorable and world class experiences to all stakeholders.

Working behind the scenes, the successful candidate will play a supportive role in setting our retail service areas up to provide a world class hospitality experience. The emphasis for skills in this role will include excellent organisation, attention to detail and willingness to perform at times physical tasks.

This role will be employed on a full-time basis and requires flexible availability, dependent on each production's requirements and performance schedule. The general roster will consist of day shifts from Tuesday to Saturday.

For further information about this role, please refer to the **Position Description** on the next page.

To submit your application please email your resume to trsrecruitment@trafalgarentertainment.com.au with the Subject Line pertaining to your position application '[Cellar Person]' by Friday 17 February, 5:00pm.

These roles will commence employment as soon as practicable.

Early applications are encouraged as suitable candidates may be invited to attend an interview prior to the closing date.

Applications are open to those with full working rights in Australia. Theatre Royal Sydney is an Equal Employment Opportunity Employer.



THEATRE ROYAL

SYDNEY

Cellar Person

Reporting to: Venue Operations Manager
Position type: Full Time
Location: 108 King Street, Sydney

Our Company:

Theatre Royal Sydney (TRS) is one of Australia's oldest theatrical institutions, originating in 1832 with the current TRS built in 1976. In 2017, Trafalgar Entertainment became the new operators of TRS and after an extensive restoration period, the theatre reopened in December 2021. The iconic 1,200 seat theatre is an architectural masterpiece and centrepiece of theatre in Sydney's CBD. The theatre is home to a broad range of entertainment including dramas, plays, comedy and musicals.

By joining TRS, you are joining the leading international live entertainment company, **Trafalgar Entertainment (TE)**. Co-founded by Sir Howard Panter and Dame Rosemary Squire in 2017, Trafalgar Entertainment is focussed on new productions, the distribution of live-streaming innovative content and the provision of amazing spaces where people can come together to share in the experience of live entertainment. TE is home to Trafalgar Theatres (comprising Trafalgar Theatre and Olympia Theatre in London, Theatre Royal Sydney, and 12 UK regional venues), Trafalgar Theatre Productions, Trafalgar Releasing, Trafalgar Tickets, Stagecoach Performing Arts, Helen O'Grady Drama Academy, London Theatre Direct, Jonathan Church Theatre Productions and The Chiswick Cinema.

About the Role:

The Cellar Person is an integral team member of the bar operations. The purpose of the role is to primarily provide back of house support to the Bar team to ensure smooth operations during service. This position requires reliable, adaptable individuals who are naturally organised and will contribute to an excellent team in a safe and secure environment. A good level of physical fitness is also required to be successful in this role.

This role requires the person to work independently and often without supervision.

Equal Opportunities and Diversity:

We LOVE entertainment, and in our world, EVERYONE has a part to play.

Trafalgar Entertainment and its subsidiary companies are committed to ensuring that the organisation is truly inclusive, diverse and anti-racist, achieving a working environment which provides equality of opportunity and freedom from unlawful discrimination on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation. We believe that all employees and customers are entitled to be treated with respect and dignity.



THEATRE ROYAL

SYDNEY

Key Responsibilities:

- Restock fridges and cool room to ensure correct levels of stock are available to Bar staff and are presented in a professional manner
- To count stock and investigate any discrepancies with the Bar Duty Manager and Venue Operations Manager regularly and systematically
- Manage the receiving of any deliveries within the loading dock including loading and unloading goods
- To represent the theatre with professionalism and enthusiasm, actively promoting the company vision and values of the venue, Theatre Royal Sydney and international company, Trafalgar Entertainment.

Main Duties:

- To ensure all point of sale and stock reconciliation procedures are strictly adhered to
- Maintain and organise all storage areas for retail goods
- To keep a high and consistent standard of appearance, ensuring that the theatre is immaculately and positively represented
- To undertake an effective stock rotation to ensure products are sold prior to their expiry date to minimise wastage
- Assist management with the ordering and stock levels of our retail items such as snack and alcoholic beverages.
- Ability to complete data entry as required
- To work effectively as a team
- To help drive sales, understand, and contribute to targets by gaining product knowledge and understanding market trends
- To actively promote positive relationships with Trafalgar Entertainment, production staff and show promoters
- Assist the Front of House and Bar teams in ensuring the cleanliness of the venue
- To complete any other reasonably delegated tasks that may assist the company in achieving its business objectives, as requested by the Bar Duty Manager and Venue Operations Manager
- Create a positive relationship with various Suppliers and relevant industry professionals



Key Selection Criteria:

- Safety first mindset
- Available to work weekends, early mornings and some evenings as required
- Be physically fit and be able to maneuver heavy items at times
- Ability to work within a fast-paced environment
- High attention to detail and accuracy is essential
- Ability to handle a multitask environment and work unsupervised
- Forklift license preferred but not essential
- Must hold a current RSA

Work, Health & Safety:

- To adhere to all Work, Health & Safety procedures to minimise the risk of injury and accidents
- To ensure the welfare and security of colleagues, customers, and all site visitors
- To understand and actively participate in TRS Emergency Evacuation training and fulfil the role of warden as required
- To understand the WHS procedures and risk assessments and Theatre Royal Sydney's operational integration within 25 Martin Place
- To report any incident or activity that could be injurious to somebody who works, visits, or passes through the theatre, or could cause damage to the fabric of the building
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