



WILD HEART
COLLECTIVE LTD.



Job Title: Beverage Manager, Edmonton Christmas Market
Work Location: On-site @ Fort Edmonton Park, other locations TBD
Contract: November 5, 2024 to December 22, 2024

[Edmonton Christmas Market](#) at Fort Edmonton Park — a winter festival destination for discovering regional brands and makers, food and culinary experiences, live entertainment, activities and more.

We are seeking a motivated and vibrant individual to join our Edmonton Christmas Market (ECM) team. Reporting to the General Manager and Executive producer, the **Beverage and Bar Manager** will support the planning, organizing and execution of the ECM Bar and Beverage Program, including bars, ticketed experiences and retail support.

Job Title: Beverage Manager
Start Date: November 5, 2024
End Date: December 22, 2024
Location: Fort Edmonton Park, 7000 143 Street NW
Report to: Adam Luciuk - General Manager
Schedule: Flexible, 5-40 Hrs per week (evenings + weekends), subjective to scheduling
Compensation: Hourly contract starting at \$23/Hour.

JOB DELIVERABLES

Managing the service and delivery of high level customer service of alcoholic beverages at the Edmonton Christmas Market. This includes, but is not limited to:

- Be in office starting Nov 5, 2024 to support ordering and inventory activities
- Be on site at the Edmonton Christmas Market at Fort Edmonton Park to support the event team Nov 18 - Dec 22, 2024
- Beverage Vendor Infrastructure & Logistics Planning: Detailed operations plan for each Bar including equipment, move-in/out, consumables and utilities, waste removal.
- Ordering & Inventory Management: Manage open/close counts digitally, provide daily open close reports and manage/order inventory from suppliers accordingly
- Work with sponsors
- On-site Operations: Day-to-day beverage service operations, troubleshooting, quality assurance.
- On-site Operations, 3rd party Vendors: Troubleshooting, quality assurance, managing shared inventory/utilities/Point of sale machines/devices
- Scheduling and management of schedule to ensure all bar locations are staffed
- Loss Prevention/Inventory, ensure no staff or customers are receiving complimentary liquor or drink
- Ticketed Public Events Operations: Day-to-day operations of live experiences (i.e., staffing and hosting theater performances, classes, workshops, tastings at various venues)
- Assist and support General Manager and Executive Producer/Director of Product Operations as needed.
- Other duties, as assigned.

Minimum Qualifications

- Minimum 2 years in food and beverage supervisory/management experience required
- Comprehensive knowledge of food and beverage preparations, service standards, guest relations and etiquette.
- Ability to create, manage documents that manage inventory and send daily reports to GM/Owner
- Strong customer service and communication skills to work with vendors, contractors and guests.
- Highly organized, results oriented and ability to work in a multi-functional team environment
- Knowledge of all applicable provincial and local health and safety regulations, including AGLC and applicable licensing
- Pro-serve certification
- Ability to move throughout all food and beverage areas and experience/hospitality activations and continuously perform essential job functions
- Acts with integrity when unsupervised
- Willing to “pitch-in” and assist the ECM team and be a team player.
- Self-starting personality with an even disposition.
- Successful applicants must be available to work for the entirety of the Edmonton Christmas Market, which may include pre-production and post production. Vacation blackout period is in effect from November 18, 2024 to December 22, 2024 Wednesday through Sunday.

Conditions of Employment

- Own laptop that can be used for work purposes
- Class 5 license and vehicle

Please send a cover letter, resume and two references to hello@wearewildheart.com.