



The Museum of the City of New York celebrates and interprets the city, educating the public about its distinctive character, especially its heritage of diversity, opportunity, and perpetual transformation. Founded in 1923 as a private, nonprofit corporation, the Museum connects the past, present, and future of New York City. It serves the people of New York and visitors from around the world through exhibitions, school and public programs, publications, and collections.

The Museum seeks a Part-Time Event Bartender to join the Venue Rentals team. The ideal candidate should be professional, highly energetic, and organized. Must possess excellent communication skills, the ability to serve classic and creative cocktails, basic wine service, and the ability to juggle multiple assignments. They will have experience working in a similar position, with a proven track record of exceptional customer service and working under pressure to meet event and guest needs.

Roles and Responsibilities:

The Part-Time Event Bartender reports to the Director of Venue Rentals. This position is responsible for welcoming guests, taking drink orders, making drink recommendations when needed, informing customers about beverages offered, handling cash, credit and debit transactions, ensuring charges are accurate, balancing the cash drawer, maintaining a clean work environment, adhering to all alcohol and food safety regulations, and adhering to all Museum rules and regulations.

The schedule for this **per diem, on-call position is Sunday – Saturday as needed.** The ability to work evenings, weekends, and holidays as needed is required.

A successful candidate will have:

- TIPS or other alcohol safety certification preferred
- A proven track record of bartending for a beverage program for a restaurant, catering operation, events venue, or similar
- Excellent organizational skills with great attention to detail
- Strong interpersonal communication skills
- Successfully demonstrated basic math and computer skills
- Ability to prioritize responsibilities, handle complex tasks and successfully troubleshoot as necessary
- Ability to deal effectively with all levels of staff and a wide variety of internal and external contacts and clientele
- The ability to work in a team environment as well as independently
- The ability to work effectively under pressure
- Basic knowledge of wine, beers, and spirits

- Ability to perform heavy work, including but not limited to standing, walking, bending for extended periods, lifting 30-50 lbs., climbing ladders, moving equipment and liquor cases, etc.
- Minimum of 3 years of experience
- High School Diploma

Please send resume with cover letter and salary requirements to the Museum of the City of New York, Attention: Human Resources Department, 1220 Fifth Avenue, New York, New York 10029 or email to jobs@mcny.org. To be considered, please include *Part-time Event Bartender* within the subject line of your email.

The Museum of the City of New York is committed to fostering a collaborative and respectful work environment with a staff as diverse as New York City and the audiences who are curious about learning more about its history and engaging in contemporary urban issues. Our staff members are dedicated to working towards a common goal: creating the most dynamic and inspiring city museum in the world.

The Museum of the City of New York is an equal opportunity employer. As such, the museum provides equal employment opportunity for all employees and applicants without unlawful discrimination with respect to age, citizenship status, color, creed, disability, ethnicity, gender identification, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race, religion, sex, sexual orientation, socio-economic status, geographic location, philosophies, or any other classification protected by federal, state or local laws, in all employment decisions, including but not limited to recruitment, hiring, training, compensation, promotion, demotion, transfer, lay-off, and termination, and all other terms and conditions of employment. All employment-related decisions are based solely on relevant criteria including training, experience, and suitability.