



# BALTIMORE ROCK OPERA SOCIETY

## Bar Captain Responsibilities Outline

**Department:** Volunteer Resources/HQ Operations  
**Title:** Bar Captain

### Overview

The Baltimore Rock Opera Society's Bar Captain helps to plan and execute a well-run bar at all BROS events where alcoholic beverages are served. This includes planning the bar menu, training staff on bar procedures, sourcing ingredients and alcohol providers, setting up equipment, keeping inventory stocked and creating a great guest experience. In addition the BROS Bar Captain maintains the alcoholic beverages and systems at BROS Headquarters that are available for volunteers 21 and over. This includes the kegerator, Mug Wall, bar supplies, refrigerator space, and volunteer beer fund.

### Specific Duties

- Helps create the vision for the public-facing bar at each BROS party, rock opera production or one-night event where BROS will be running a bar
- Attends a planning meeting for each upcoming production where alcohol will be sold, gives input and creates planning documents related to bar menu, schedule, volunteer needs and budget
- Sources ingredients and tracks inventory for BROS bar sales
- Arranges bar training for BROS volunteers to effectively run a bar, mix and sell drinks, bar back and give a great experience for BROS guests
- Leads workshops on keg maintenance for Front of House staff or other Volunteers as necessary.
- Responsible for maintaining an organized, stocked, clean, kegerator at BROS Headquarters for use by volunteers 21 and over.
- Works with HQ Operations Director to purchase appliances, utensils, supplies for the Kegerator
- Utilizes BROS volunteers on an occasional basis to keep kegerator and mug area clean

- Works with the BROS Operations Captain and Kitchen Captain to collaborate on bar/kegerator needs at BROS Headquarters including storage space, equipment, tools and supplies
- Maintains keg fund, keeps track of beer budget with the aid of the BROS Managing Director
- Attends the weekly staff meeting at least once per quarter.
- Check-ins with Directorial staff for annual review
- Other duties as assigned.

### **Compensation**

BROS is a volunteer-run organization, however Captains will be offered free Rock Operative-level membership and priority access to free professional trainings and workshops.

### **Agreement**

In observance that the Dragon King has ordained my fate as a leader in this production, I, \_\_\_\_\_, confirm that I have read and understood the above description of my responsibilities and will give the full force of my effort in completing all duties.

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Captain

\_\_\_\_\_  
Date