

Event Bartender

The Madison Museum of Contemporary Art (MMoCA) seeks candidates for a part-time, hourly, on-call Event Bartender. The Event Bartender at MMoCA plays a key role in delivering high-quality beverage service during Museum events, gallery receptions, fundraisers, and special programs. This person ensures that guests receive prompt, courteous, safe, and aesthetically pleasing beverage service, while supporting the Museum's mission and guest experience standards. The Event Bartender must maintain professional composure in high-traffic settings, uphold all applicable laws and internal policies, and partner with the events team to execute smooth operations.

The Madison Museum of Contemporary Art is an independent, nonprofit organization that presents exhibitions by local, regional, national, and international artists. MMoCA exhibits, collects, and preserves modern and contemporary art to provide transformative experiences that educate, reflect, and inspire us as individuals and as a community.

Essential Duties and Responsibilities

Bar Setup & Breakdown

- Prepare bar stations according to the event plan, ensuring that glassware, ice, mixers, garnishes, napkins, syrups, and tools are ready.
- Arrange, stock, and organize beverage stations and ancillary supplies.
- Assist in transporting bar equipment and supplies to and from event spaces.
- At event close, break down bar, clean surfaces and equipment, return unused stock, turn in an inventory sheet, and ensure all space is left clean and orderly.

Beverage Service

- Mix, pour, garnish, and serve alcoholic and non-alcoholic beverages to guests in accordance with standardized recipes and presentation guidelines (e.g., cocktail menus, wine lists).
- Maintain knowledge of beverage offerings (beer, wine, spirits, cocktails, non-alcoholic options) and be able to describe them to guests.
- Check legal identification (age verification) and refuse service when required by policy or law.
- Monitor guest behavior and act responsibly regarding intoxication, following MMoCA's alcohol service policies.
- Handle cash, credit, and voucher transactions, accurately recording sales, reconciling receipts, and handing off monies per closing procedures.

Customer Service & Guest Relations

- Engage guests in a friendly, respectful, and professional manner.

- Anticipate guest needs and respond to requests promptly.
- Promote positive guest experience and reflect the Museum's brand and hospitality values.
- Resolve guest concerns or complaints courteously; escalate to event lead or management when necessary.

Health, Safety & Compliance

- Adhere to all federal, state, and local liquor, food, and safety regulations.
- Maintain sanitation of bar areas, glassware, tools, and workspaces in compliance with health standards.
- Follow MMoCA policies relating to security, emergency procedures, staffing, and guest safety.
- Monitor and manage inventory levels during service; communicate low-stock items to lead or events manager.

Support & Collaboration

- Assist with tasks as needed by the events team (e.g., helping with guest arrivals, light food service, crowd flow).
- Communicate clearly with co-workers, bar backs, servers, event leads, and other staff for coordinated service.
- Participate in event briefings, trainings, and debriefs.
- Uphold MMoCA's values (accessibility, inclusion, professionalism) while working across departments.

Qualifications (Education, Experience, Skills, Certifications, Licenses)

Required:

- Minimum **2 years of bartending experience** in a busy, customer-facing environment (e.g., bars, restaurants, events, museums, concert venues).
- Solid knowledge of cocktails, wines, beer, spirits, and non-alcoholic beverage options.
- Strong customer service skills, including clear communication and composure under pressure.
- Able to multitask efficiently in fast-paced service settings.
Proficiency in cash handling / POS systems and basic arithmetic.
- Must be at least 21 years of age
- Valid liquor service permit
- Flexibility to work evenings, weekends, occasional holidays.
- Physical capacity to stand for extended periods; lift/move supplies (e.g., up to 25–50 lbs); bend, reach, carry trays.
- High level of reliability, punctuality, and professionalism.
- Ability to pass background check.

- Contribute to MMoCA's initiatives to expand and advance diversity, equity, access, and inclusion
- Help staff Art Fair on the Square as needed, alongside other MMoCA colleagues, traditionally held the second weekend in July.

Preferred / Helpful:

- Experience in museum, gallery, or cultural institution event settings.
- Familiarity with fine wine, craft cocktails, or premium beverage trends.
- Experience in large-scale or high-profile events (galas, fundraisers).
- Training or certification in responsible beverage service or alcohol awareness.
- Knowledge of MMoCA's mission, exhibitions, and visitor profiles.

Work Environment and Job Specifications

The work environment and job specifications listed below are representative of those that must be met by an employee (with or without accommodations) to successfully perform the essential functions of this job.

- Work is primarily indoors but often includes outdoor or mixed-venue settings (e.g., rooftop).
- Evening, weekend, and occasional holiday hours are inherent to the role.
- The environment may include loud music, dim lighting, crowded rooms, and elevated foot traffic.
- Requires ability to stand, walk, carry, bend, lift, reach, and handle repetitive motions throughout shifts.
- May require frequent lifting and carrying of supplies, trays, or boxes up to the stated weight limit.
- Exposure to temperature variations (cold from refrigerators/ice, heat from bars, etc.).
- Must adhere to MMoCA's safety, security, and emergency policies.

Compensation

This is a non-exempt, hourly position with a starting hourly rate of \$20/hour (consideration may be given for relative, direct experience beyond the minimum requirements).

How to Apply

Candidates are asked to submit a resume and cover letter to hr@mmoca.org by October 26, 2025. Application review will begin upon receipt.