



# PSA Bartending Executive Director

**Job Title:** Executive Director & Board Director // **Division:** PSA Bartending

**Job Level:** Executive Leadership // **Reports to:** PSA General Manager

**Supervises:** PSA Bartenders & Mixologists, Course Manager, Marketing & Outreach Manager // **Director Team:** N/A

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## Job Purpose:

PSA Bartending is a student-run business operated by Penn Student Agencies. PSA Bartending offers training courses for anyone to become a certified bartender. Penn students who successfully complete our courses will have the opportunity to join the PSA Bartending team as a staff bartender and put to use all they learned in the courses at bartending events. The PSA Bartending Executive Director supports the agency by hiring and training the bartenders, booking the bartenders at events, creating payment contracts, working with clients, and teaching some of the mixology courses.

## Duties & Responsibilities:

- Communicate with clients regarding bartending event details, special requests, payment, hiring, etc.
- Create payment contracts and send them to the client and the PSA Financial Assistant.
- Assign bartenders to gigs, confirm with the client that a bartender has been assigned to their event, and provide the client with the name of that bartender.
- Market bartender services to new clients on campus and in Philadelphia by coordinating with the Marketing and Outreach Manager
- Maintain relationships with existing clients (Annenberg, Arthur Ross Gallery, Houston Hall, School of Social Policy) by ensuring service even if the assigned bartender cancels last minute, and continuing to contact VPUL and the Alcohol and Other Drug Office to promote services.
- Interview, hire and train new bartenders to work events.
- Conduct Semesterly Employee Evaluations & Feedback Meetings
- Teach the mixology courses with the PSA Bartending Director of Programming.
- Keep the PSA Bartending website up-to-date.
- Work closely with the Vice President of Recruiting and the Executive VP of Operations to design and implement recruitment strategies and facilitate efficient onboarding of new employees
- Reviews all agency financials and budget with the PSA President, the PSA General Manager and PSA Financial Assistant to identify trends and create models to present to the Board of Directors each month
- Respond to all communications in a professional and timely manner.
- Check GSuite email daily and follow through with all requested actions
- Available for other duties as assigned by the PSA General Manager and requested by the Executive Suite of Penn Student Agencies



### Board of Directors Requirements:

- Attend all Board of Directors Meetings as a representative of the PSA Bartending Division
- Execute all voting privileges on behalf of PSA Bartending
- Creation of statements recording the perspective of PSA Bartending for votings regarding proposals and general decisions requested by the Chair
- All other duties outlined in the Bylaws of Penn Student Agencies
- Execution of all duties and responsibilities requested by the BOD Officers

### Attendance Requirements:

- Board of Director Meetings (Weekly or Monthly)
- Bi-weekly meetings with the PSA General Manager.
- Monthly Cross-Functional Meetings as determined by the Executive Suite
- Monthly Agency Meetings (Determined by employee availability)
- Weekly Director and Management Team Meetings
- All PSA Semesterly GBMs and Community Events

### Preferred Experience & Skills:

- Must have successfully completed the PSA Bartending and TIPS Courses, as well as passed the PSA Bartending Exam.
- Must be reliable, have a strong work ethic, be organized, possess strong interpersonal and communication skills, and behave professionally when working with bartenders and students attending the courses.

### Acquired Experience & Skills:

- **Leadership:** developed through supporting and encouraging PSA Bartending and its bartenders to achieve a common goal.
- **Time Management:** gained through learning how to accomplish academic and director responsibilities in a timely and organized manner for the duration of your employment.
- **Customer Service:** gained through serving the customers taking courses and making improvements to those courses based on customer demand and expectation.
- And many more!

**Salary:** Median Compensation - \$650 monthly. Hourly wages are set depending on experience and determined by the PSA General Manager prior to your start date. Wages and salaries are as dependent on business performance.

**Hours:** 11 - 16 hours per week, depending on agency need. You should expect to work an average of 13 hours weekly during a normal operating year.

**Contracted Term:** PSA Executive Leadership contracts are for one full year, starting in April and ending in April.

Email [recruiting@pennstudentagencies.com](mailto:recruiting@pennstudentagencies.com) with any questions.

**Disclaimer:** Details included on this job description are subject to change prior to the start of your contract.