



Hawk's Well Theatre



#JOB-2470041



HAWK'S WELL THEATRE, Temple Street,
Sligo, Co. Sligo, F91 CFY7



No of positions : 1



Paid Position



20 hours per week



To be Confirmed



14/09/2026



25/09/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : admin@hawkswell.ie



Open your camera
app & point here
to view this ad
online



Deputy Operations Manager

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Hawk's Well Theatre is an inspiring, welcoming and ambitious place to work. This is an exciting period of growth. Alongside our main 340-seat theatre in Sligo, we operate the Art Deco Cinema & Theatre in Ballymote. Keeping two busy venues running safely, smoothly and to a consistently high standard is central to everything we do. Behind every performance is an operation that has to work: a welcoming front of house, a well-run bar, clear procedures, and a team that keeps audiences safe and looked after from the moment they arrive.

The role offers variety, responsibility and the chance to help deliver memorable experiences for audiences, artists and visitors across a busy and growing organisation. Working closely with the Operations Manager, the Deputy Operations Manager will help deliver the day-to-day operation of both venues.

A central part of the role is taking primary operational responsibility for the bar, alongside direct supervision of the front of house and bar teams. We are looking for a practical, positive and hands-on operational leader.

Day-to-Day Operations

Support the daily operation of both venues, ensuring activity runs smoothly, safely and to a high standard.

Act as Duty Manager as required, including evenings and weekends. Support venue readiness for performances, events, workshops, hires and public activity.

Respond calmly and practically to operational issues, resolving them where possible and escalating when appropriate.

Provide operational continuity and appropriate decision-making cover in the absence of the Operations Manager.

Primary Delivery of Bar Operations. Take primary responsibility for the day-to-day operational delivery of bar services across the organisation.

Ensure bar operations are safe, compliant, welcoming and efficiently staffed for each event.

Maintain high service standards and ensure compliance with licensing requirements and responsible service of alcohol.

Manage ordering, stock control, stocktakes, storage and replenishment of alcoholic and non-alcoholic products.

Oversee tills, EPOS process cash procedures and accurate operational records.

Monitor costs, reduce waste, support profitability and maintain effective supplier relationships.

Prepare bar staffing requirements, shift briefings and post-event reporting

Essential Experience & Skills

Experience in a front-line operational, supervisory or Duty Manager role

Experience managing or supervising bar or hospitality operations, including stock control and service delivery.

Experience supervising, supporting and motivating staff teams.

Strong understanding of customer-facing environments and excellent standards of customer care.

Good working knowledge of health and safety. Sound organisational skills, accurate record-keeping and confidence using tills or EPOS systems.

Flexible availability, including evenings and weekends.

A full driving licence is required for the role.

- **Sector:** arts, entertainment and recreation

Career Level

- Experienced [Non-Managerial]