



WOMADelaide is seeking Expressions of Interest from suitably qualified individuals or organisations to manage and deliver the licensed bar facilities provided for the festival according to the following general outline and scope of work.

1 General Scope of duties

Oversight and management of the Bar operations for WOMADelaide 2026 including licensing, staffing, infrastructure, and related partnership agreements and related financial reporting.

1.1 In consultation with the Partnerships Manager and the relevant suppliers regarding the supply & sponsorship arrangements, manage and co-ordinate the ordering, delivery and overall management of all necessary supply arrangements for the Bar operations for the event. This is to include both the necessary supply/suppliers arrangements, be they sponsorship-related or direct supply/purchase arrangements for all supplies of necessary product, services and facilities, including the associated infrastructure (tents, bars, cool rooms and the like).

1.2 Licenses, Authorities, Approvals & Facilities

1.2.1 Liaison with all relevant authorities including but not limited to Liquor Licensing Commission to secure the necessary liquor license, and the SA Police as required by law and any associated local authorities (Consumer Affairs, Adelaide City Council and Botanic Gardens of Adelaide) as required in order to operate the bar facilities for the festival.

1.2.2 Liaise with Production & Site Management regarding site layout, infrastructure, plant equipment, security, scheduling, and Safe Working requirements

1.2.3 Reusable cup system, including supplier orders to be coordinated with the WOMADelaide Sustainability Officer.

Staff & Volunteers

1.2.4 Develop and coordinate the appropriate staffing roster including effective oversight and management of the necessary mix of paid & volunteer staffing across the site (currently 8 bars + 2 buggy bars) to ensure an appropriate staff-to-turnover ratio and cost management.

1.2.5 In consultation with the Volunteers Co-ordinator, securing and management of the necessary volunteer staff required to operate the bars during the event

1.2.6 The 'call for volunteers' is managed through the WOMADelaide Volunteers Coordinator, and the Bar Manager shall ensure that all Bar Volunteers apply via the WOMADelaide website volunteers portal.

1.3 Finance, Accounting, Purchasing and Payments.

1.3.1 Manage all operations of the Bars in accordance with the approved budget and ensure appropriate accounting and reporting on all areas, including staffing, and ensure effective reporting of any anticipated major budget variation.

1.3.2 Work with the suppliers of the POS system to ensure the effective management of stock control and sales.

- 1.3.3 Liaise with the Administrator to ensure that all paid bar staff are appropriately engaged with a staff employment agreement, which outlines rates of pay and payroll payment advice date. Full information of all bar staff, including bar agreements, superannuation details, and tax declaration forms signed, are to be provided to the Administrator
- 1.3.4 Ensure the completion of appropriate Purchase Orders for all suppliers/services, with copies of all Purchase Orders to be provided to the Administrator on a fortnightly basis to ensure the coordination and approval of payment of key suppliers invoices & effective financial management.
- 1.3.5 Management of stock and use of all Contra VIK stock, used for artist riders and Friday and Monday evening functions.

1.4 Reporting

- 1.4.1 Reporting to the Director, with effective liaison with key staff, including
 - Partnerships Manager
 - Director, Marketing & Development
 - Administrator
 - Production / Site Manager
 - Security & EOC managers
- 1.4.2 Attend the pre-event briefing and post-event debriefing as required
- 1.4.3 Supply a post-event written report to be delivered to the Administrator no later than 28 March 2026

Suitable remuneration/contract fee will be negotiated in accordance with the role

Applicants are encouraged to provide a simple cover or portfolio link speaking to their current experience by 9 am Monday, 14 July to:

Di Farrell, Administrator dfarrell@artsprojects.com.au