



INVENTORY SPECIALIST

Company XIV | Théâtre XIV | Cocktail Magique Theatre

Job Listing

Part time: 12-24 hours per week

Compensation: \$20-30/hr, commensurate with experience

Start: ASAP (flexible)

SUMMARY

Company XIV seeks a savvy, energetic and detail-oriented individual who will manage multiple vendor relationships as well as the organization, stocktakes, ordering and receiving of supplies, food and beverage. Leading candidates love spreadsheets and have dynamic experience in hospitality and inventory management. This position works closely with the Owner / Food & Beverage Manager and reports to the Assistant Producer.

ABOUT COMPANY XIV

Company XIV fuses burlesque, circus, opera, dance, theater and decadent design to create one-of-a-kind theatrical experiences inspired by the court culture which flourished under the reign of Louis XIV. Founded by Artistic Director Austin McCormick in 2006, the company produces 360-degree immersive productions at Théâtre XIV. XIV's commitment to pushing boundaries is unparalleled, creating immersive and genre-defying Baroque Burlesque productions including *Queen of Hearts*, *Cinderella*, *Nutcracker Rouge* and *Seven Sins*.

Company XIV operates two venues in Bushwick, Brooklyn, Théâtre XIV and Cocktail Magique Theatre, where service is an extension of performance in highly choreographed patron experiences. Both offer food and beverage programs for patrons including themed cocktails, champagne, beverages and a selection of treats. Additional cocktail and food pairings are served to VIP patrons.

Company XIV celebrates human diversity and encourages all qualified candidates to apply, including LGBTQIA+, people of color, immigrants and people with disabilities.

RESPONSIBILITIES

- Proactively identify solutions before they are “problems”
- Help enforce Department of Health compliance
- Source and compare pricing of products among multiple vendors
- Organize recipes and calculate costs per serving
- Batch cocktails
- Manage supplies and inventory
- Create and update products and vendors in Shopventory (inventory management system)
- Count inventory weekly and create stocktakes in Shopventory
- Generate and submit weekly product loss report
- Analyze sales trends, calculate projected sales and set inventory par levels
- Open accounts with vendors and manage vendor relationships
- Create purchase orders in Shopventory and place orders
- Schedule, track and receive deliveries
- Rotate inventory
- Unpack and organize products
- File and code all expenses and submit weekly expense reports
- Update POS menu

QUALIFICATIONS

- Spreadsheet savvy, love of numbers, measurements and precise calculations
- 2+ years bar and/or restaurant management experience preferred
- 2+ years inventory management experience, including working with local NYC liquor distributors
- Must be able to lift and carry 40-lb boxes repeatedly
- Experience with G Suite (Google Drive, Sheets, Calendar, etc.)
- Experience with Square and Shopventory a plus

SCHEDULE

Flexible schedule. The Inventory Specialist is expected to work about 12-24 hours per week, depending on the needs, with special consideration for vendor delivery windows.

APPLY

To apply, please send a brief cover letter and PDF resume to jobs@companyxiv.com with “INVENTORY SPECIALIST” as the subject.