



JOB DESCRIPTION Food & Beverage Director

Date: October 8, 2025

Classification: Full time (40 hours per week), exempt, benefits eligible

Reports to: Executive Director / Managing Director

POSITION SUMMARY

The **Food & Beverage Director** is responsible for the creation and hands-on operation of the Food & Beverage program for TimeLine's New Home at 5035 N. Broadway in Uptown (now under construction, with expected completion in early 2026). This position is an opportunity to build a new menu and operation from the ground up, eventually leading daily operations by training, managing and supervising café/bar staff with an emphasis on welcoming and inclusive service, ensuring food safety and earned revenue. This role requires previous managerial experience in food management, flexibility to work during non-typical business hours as needed, and the ability to work collaboratively with various teams. All TimeLine employees are expected to perform their duties in a manner consistent with the organization's core values and personnel policies.

PRIMARY RESPONSIBILITIES

- **Developing the Food & Beverage Program:** The Food & Beverage Director is responsible for creating a food and beverage program to include concessions for theatre audiences, and post-show and daytime (breakfast and lunch) options, including creating menus, establishing relationships with vendors, leading the acquisition of equipment and initial inventory, and establishing workflow systems and processes.
- **Managing Food & Beverage Operations:** The Food & Beverage Director is responsible for day-to-day management and operations of TimeLine's food & beverage program, including selecting, purchasing, and managing inventory to minimize loss; overseeing or performing food preparation and service, managing kitchen and front of house equipment and supplies, and collaborating with other TimeLine staff on maintenance, repair, and/or replacement,
- **Managing Food & Beverage Finances:** The Food & Beverage Director creates and manages the food & beverage program budget; manages revenue and expenses and ensures cash is handled correctly; keeps accurate records; and performs analyses and makes strategic decisions to optimize profitability and cost control.
- **Training & Managing Food & Beverage Staff:** The Food & Beverage Director is responsible for hiring, supporting and training all food & beverage staff members. The Food & Beverage Director is responsible for creating the staff schedule and timekeeping, and managing labor costs.
- **Safety & Compliance:** The Food & Beverage Director is responsible for ensuring adherence to all federal, state, and local food safety procedures and guidelines, as well as insurance requirements and general cleanliness of the related areas.
- **Audience Services & Patron Environment:** The Food & Beverage Director collaborates with the Marketing and Audience Services teams to create an inclusive and welcoming environment and ensure high-quality service to TimeLine patrons.

SECONDARY RESPONSIBILITIES

- **Rentals & Special Events:** The Food & Beverage Director collaborates with the Marketing and Development teams to plan and execute special events, and market and support rental events and promotions, and takes the lead in providing or coordinating food & beverage services for these events.

OTHER DUTIES

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

COMPETENCIES

- **Adaptability:** Ability to respond to varying needs and preferences of the organization.
- **Attention to Detail:** Meticulous in executing tasks to ensure high quality and accuracy.
- **Time Management:** Efficiently manage time and prioritize tasks to meet deadlines.
- **Problem-Solving:** Proactive in identifying issues and implementing effective solutions.
- **Communication:** Excellent communication skills, including the ability to clearly and succinctly ask and answer questions and provide updates.
- **Interpersonal Skills:** Excellent ability to collaborate and build relationships with various stakeholders, including TimeLine Theatre patrons, staff, artists, and new customers.
- **Technical Proficiencies:** Skilled user of standard restaurant equipment, food preparation and serving techniques, point of sale systems, inventory management, food service financials, and standard software including Microsoft Office suite.

EDUCATION & EXPERIENCE

- Required:
 - At least 5 years' experience in café and bar management.
 - Possesses or is willing to obtain Basset Certification, Food Safety Manager certification, and CPR/First Aid certification.
 - Perform all duties in a manner consistent with the organization's core values and personnel policies.
- Preferred:
 - Theatre or live entertainment venue experience
- Transferrable skills/education, especially in theatrical audience services, will be considered.

SUPERVISORY RESPONSIBILITIES

Food & Beverage Director will manage the bar/cafe staff, for which they will be responsible for hiring, as well as overseeing vendor relationships.

WORK ENVIRONMENT & PHYSICAL DEMANDS

This role will predominantly work onsite at TimeLine's facilities and may require being "on call" and working a full-time schedule, including nights, weekends, holidays, and other times as demanded by café/bar operations, maintenance, repairs, and emergencies. Occasional remote work may also be possible. When working remotely, use of videoconferencing software and other teleconferencing equipment and a personal internet service connection will be required.

This role routinely uses commercial kitchen equipment, computers, phones, and photocopiers. This role requires performing physical labor including food preparation, and lifting/maneuvering 50 pounds or more.

COMPENSATION AND BENEFITS

- \$65,000-70,000 per year, exempt
- Benefits package including health, dental, vision, and life insurance; optional 403(b) retirement; and paid time off (vacation, personal, sick, maternity/paternity/adoption, and holiday)

It is an essential practice of TimeLine Theatre Company to recruit, hire, train and promote individuals, based upon personal capabilities and qualifications and without regard to race, color, age, sex, sexual orientation, religion, national origin or ancestry, marital status, citizenship, disability, military status, creed, or any other trait or characteristic protected by law. TimeLine Theatre Company is dedicated to the goal of building a diverse staff and an inclusive work environment. This policy of Equal Employment Opportunity applies to policies and procedures relating to all terms and conditions of employment at TimeLine Theatre.

TO APPLY

Please email resume, a brief cover letter and references addressed to employment@timelinetheatre.com with the subject line “**Food & Beverage Director Application**”. This position will be open until filled.

ABOUT TIMELINE THEATRE COMPANY

TimeLine Theatre Company, recipient of the 2016 MacArthur Award for Creative and Effective Institutions, is a Chicago not-for-profit theatre company with an annual budget of more than \$2 million. Since its inception in 1997, the company has garnered more than 50 awards for artistic excellence and business management. TimeLine is preparing to launch its next chapter with the establishment of a new home in Chicago’s Uptown neighborhood.

Rooted in TimeLine’s values, our new home will reflect a deeper investment in our vision to be a prominent civic and artistic leader in Chicago and nationally, distinguished for creating experiences that make connections across our diverse communities and spark reflection and dialogue about the intersection of past, present and future. In addition to a 250-seat black box theatre, office spaces for administrative staff, production and rehearsal studios, and community engagement spaces—this new home will feature a café and bar open day and night for theatre patrons and Uptown locals alike.