

# Whimsadoodle

Helping Create Wonderful Things!



Whimsadoodle, Inc.

Victoria Endsley

Director of Programming

970-730-8147

Victoria@Whimsadoodle.org

## Hospitality Manager (Independent Contractor)

**Locations:** Wonderful Things Coffee Shop & Wine Bar, Commercial Kitchen, Historic Park Theatre, Special Events

**Contract Compensation:** \$65-75K annually (Independent Contractor) Housing available for qualified applicants

### Timeline:

- 1 year contract
- Review and optional extension at completion of year
- Immediate start; overseeing openings planned for June 2026

### Position Overview

Whimsadoodle Inc. is seeking an experienced Hospitality Manager (Independent Contractor) to lead the planning, development, and launch of multiple food and beverage concepts, including a future commercial kitchen, coffee shop opening June 2026, and wine bar opening September 2026.

This role is ideal for a highly organized, hospitality-savvy professional who excels at building operations from the ground up and managing multiple venues simultaneously. The Hospitality Manager will serve as a strategic advisor and hands-on operator, guiding projects from concept through opening and into early operations in partnership with the Director of Programming.

### Key Responsibilities

#### Planning & Development

- Lead planning efforts for the future speakeasy, commercial kitchen, coffee shop, and wine bar
- Advise on space layout, workflow design, equipment selection, and operational efficiencies
- Collaborate with Programming Director, leadership, designers, contractors, and vendors to ensure cohesive execution
- Develop operational systems, SOPs, and service standards for each venue
- Implementation of POS systems

#### Permits & Compliance

- File and manage all necessary permits and licenses (local, county, and state)
- Ensure compliance with health department, liquor licensing, and safety regulations
- Coordinate inspections and approvals through opening milestones



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### Key Responsibilities Cont.

#### Staffing & Training

- Develop staffing plans for each venue
- Recruit, hire, and onboard staff for all food and beverage locations
- Create and implement training programs covering service standards, food safety, and guest experience
- Oversee scheduling and staffing optimization across locations

#### Operations Management

- Oversee ordering, inventory management, and vendor relationships
- Establish portion control, cost management, and inventory systems
- Support day-to-day operational readiness leading up to and following openings
- Must be able to stay within assigned budget

#### Events & Programming

- Manage the food and beverage component of all Whimsadoodle special events
- Coordinate staffing, menus, bar programs, and service execution for events
- Collaborate with internal teams to align hospitality offerings with Whimsadoodle's creative mission

#### Qualifications

- Minimum of 3 years experience in a similar role
- Proven experience in hospitality management, food & beverage operations, or multi-venue openings
- Strong knowledge of permitting, licensing, and regulatory compliance
- Experience with hiring, training, and managing hospitality staff
- Demonstrated ability to manage inventory, ordering, and cost controls
- Excellent organizational, communication, and leadership skills
- Comfortable working independently while collaborating with a creative, mission-driven team
- Experience opening new concepts or venues strongly preferred
- Experience with social media marketing



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## **Hospitality Manager (Independent Contractor)**

### **Contract Details**

- Independent contractor position
- Housing available for qualified applicants
- Total contract value: \$65-75K annually
- No employee benefits included
- 1 year contract
- Annual review and optional extension
- Scope and timeline aligned with development and June 2026 openings

### **Why Whimsadoodle Inc.**

Whimsadoodle Inc. is a creative nonprofit dedicated to supporting artists, makers, and community-driven spaces. This role offers a unique opportunity to shape inspiring hospitality experiences that blend food, drink, art, and community in a one-of-a-kind creative district.