

Butler

Royal Æthelmearc Guild of Brewers, Vintners, and Meadhers

Mission Statement

The mission of the Royal Æthelmearc Guild of Brewers, Vintners, and Meadhers (hereafter referred to as “the Guild”) is to promote and practice within the Kingdom of Æthelmearc, Society for Creative Anachronism, Inc., the science of historical brewing defined as the production of potable alcohol through a fermentation process using equipment, processes, and/or ingredients documented to have been in use prior to 1601 A.D.

Please visit brewers.aethelmearc.org to learn more.

Position

The Butler (or “keeper of the butts”) is responsible for planning and organizing the Æ Royal Bar at Pennsic.

The Butler reports to the Guildmaster.

Specific responsibilities include:

- Coordinate with the Chamberlain to ensure that all required equipment is available on site and ready to use no later than sunset on middle Friday of Pennsic.
- Coordinate with the Chamberlain to ensure that all required equipment is in good repair and clean before being returned to storage.
- Coordinate with Regional Deputies and appeal to the membership at large to ensure sufficient volunteers are available to service the bar during the posted “open” times.
- Coordinate with the Guild Exchequer to ensure sufficient cash is on hand to cover expenditures for setting up and maintaining the bar.
- Coordinate with project officers for fund raising activities at the Æ Royal Bar.
- Coordinate with Æ Royal Hospitality personnel to ensure proper bar hours and availability of expendables (bottled water, ice, cups, paper towels.)
- Coordinate with Æ Royal operations personnel to ensure availability of resources (i.e. sunshade, tables/chairs, electricity/lighting, trash removal, etc.)
- Arrange for and receive donations of product for both daily consumption and for the Æthelmearc party.
- Be present to open and close the bar daily, and throughout the Æthelmearc party.
- Arrange for the return of bottles, kegs, and other personal equipment to those who donated.
- Provide an end-of-war report to the Guild regarding what went right, what went wrong, and what should change before the next Pennsic.
- Participate in officer meetings and special project committees as necessary.
- Train their replacement.

Qualifications

The Chamberlain will have the following experience and attributes:

- Be resident within the kingdom.
- Have worked the Æ Royal Bar at Pennsic at least once within the previous three-year period.
- Be familiar with basic maintenance and cleaning requirements for the most common pieces of equipment likely to be owned by the Guild.
- Be familiar with and have access to email, word processing, and spreadsheet software.
- Have communication skills to include the ability to communicate in a clear and concise manner and the ability and desire to respond to correspondence in a timely manner.
- Be comfortable using web-based resources such as kingdom and Guild websites, social media, email, and Google tools.
- Be able to communicate with, organize and work with volunteers from a diverse population towards a common goal.
- Be flexible and a self-starter; able to multitask while also being highly detail oriented.
- Display the personal qualities of integrity, credibility, and a commitment to the mission of the Guild.

There is no requirement that the Butler be a paid member of the Society, nor is there a requirement that they be an active brewer – although some experience bartending is desirable.