

Bradford County Regional Arts Council Job Description

Title: Movie Manager

Responsible to: Theatre Manager

Hourly Wage: Hourly variable

FSLA Status:

Summary

The Movie Manager is responsible for the facilities operation in place of the theatre manager. This includes managerial duties including opening and closing the Box Office and ensuring the safety of the building. Customer care is a crucial part of the role to ensure the public gets the most from their experience when visiting the theatre. Ensuring that a theatre works successfully on a commercial and a practical level requires a passion for the theatre, enthusiasm and a hands-on approach. The Movie Manager reports directly to the Theatre Manager, supervises the nightly concession staff members.

Education: High School Diploma or equivalent is required for this position.

Experience: Two years' experience in a work leadership or supervisory role, preferably in a retail or cinema environment. Previous theatre or related industry experience is a plus. Demonstrated supervisory, sales and customer service skills are necessary. Position requires interaction with internal and external stakeholders in a cooperative and professional manner. Basic Microsoft Office skills, and familiarity with computer systems, required.

Essential Functions

- **Administrative**
 - Unlocking and preparing the building for use
 - Ensuring that the movie is prepared for viewing
 - Directing the concession staff during the work shift
 - Discussing any staff performance issues or concerns in a private setting with the individual and reporting, documenting all discussions/actions with the Theatre Manager
- **Financial**
 - Initiating and overseeing the point of sales system
 - Completing deposits and shift reports
 - Disbursement of money to the Concession Stand and Ticket Booth in accordance with established BCRAC protocols.
- **Programming**
 - Ensuring that the digital presentations are ready for presentation on your shift
 - Communicating with staff and making decisions regarding sending extra staff home with required by BCRAC policies
- **Facilities Maintenance**
 - Overseeing daily building maintenance, cleaning and reporting significant maintenance concerns to the Theatre Manager
 - Ensuring all staff work together to complete the cleaning requirements, using a checklist to be certain that all cleaning needs are covered
 - Keeping staff busy during the entirety of each shift and assuring that all cleaning is completed as per the checklist before closing

- **Other Designated Tasks**

- Greeting each guest with a pleasant and upbeat attitude
- Smile while on duty and present a positive image to all Guests and model this customer service to your shift staff.
- Monitoring all areas of the building during movies
- Restocking and maintaining concession
- Maintaining concession, cleanliness of the building after the movie during and after movies
- Ensuring building is secure prior to leaving
- Reading and knowing the job requirements of the Theatre Floor Staff

- **Other duties as assigned.**

This position requires effective communication skills to direct employees and communicate with Theatre Manager, and BCRAC Office staff. The individual must be available to work evenings/weekends and to cover special weekday events, including matinees.

Physical Requirements

Position requires normal bending, sitting, standing and lifting of no more than 50lbs on an independent, infrequent basis.

Movie Manager's Signature: _____ Date: _____

Theatre Manager's Signature: _____ Date: _____