

# CINEMA ST. LOUIS

**TITLE: Assistant Theatre Manager**

**REPORTS TO: Theatre Manager**

**STATUS: Exempt**

**DATE WRITTEN: March 2023**

*Full-time position. This position is not currently eligible for benefits.*

*Pay Range - \$25,000 to \$30,000 depending on experience*

**All interested applicants should submit a cover letter and resume to [bree@cinemastlouis.org](mailto:bree@cinemastlouis.org).**

**Posting closes on 4/15/2023.**

## **JOB SUMMARY:**

The Assistant Theatre Manager is a key-holding employee responsible for effective operation and excellent guest service. The Assistant Theatre Manager must have the ability to contribute in all areas of the operations as needed. The Assistant Theatre Manager is a full-time position reporting to the Theatre Manager.

## **GENERAL RESPONSIBILITIES:**

- ★ Provide coverage and assistance in the areas of concessions, box office, projection, and other guest service responsibilities as needed.
- ★ Deliver a remarkable overall entertainment experience through direct oversight of guest service, facility maintenance, and presentation quality.
- ★ Train and enforce opening and closing procedures to other staff as needed.
- ★ Coordinate and manage the volunteer program (recruitment, shift schedules, supervision) for theater operations.
- ★ Close out the Eventive register each night and place cash and report in the office safe.
- ★ Monitor building and equipment maintenance needs and report issues to the Theatre Manager immediately.
- ★ Maintain inventory, stock, and alert Theatre Manager when running low.
- ★ Follow procedures for use of the Eventive ticketing system. Notify the Operations Director of any related equipment or technical issues immediately.
- ★ Update marquee and posters for current film offerings upon request.
- ★ Process and manage all organization donation requests.
- ★ Work with the programming team to identify opportunities to create experiences for film programming.
- ★ Work with the Theatre Manager to identify potential collaborative partners for film experiences.
- ★ Assist with all repertory programming, film festivals, and special events as needed.

## **JOB SPECIFICATIONS:**

- ★ Working knowledge of all theatre functions, including projection equipment, food and beverage operations, and facility services.
- ★ Flexible availability including daytime, evenings, weekends, and major holidays. Full availability for any shift, seven (7) days per week, including nights, weekends, and holidays.
- ★ Effective analytical, communication, leadership, planning, and problem-solving skills.
- ★ Work effectively with supervisors, peers, subordinates, guests, vendors, and corporate partners.
- ★ Ability to adhere to a professional appearance.
- ★ Ability to read and interpret documents like training materials, spreadsheets, reports, and operating instructions; accurate cash handling skills.
- ★ Proven ability to consistently deliver results with minimal supervision.

***The above statements describe the general level of work assigned to this job. This is not an exhaustive list of all responsibilities, duties, or skills required of staff. Management reserves the right to assign or reassign duties and responsibilities at any time.***