

GENERAL MANAGER, PFS EAST THEATER

Position Type: Full-Time

Pay Range: \$50,000 - \$55,000

Location: PFS Theater



Transforming Philadelphia through the power of film.

As the producer of the Philadelphia Film Festival and creative force behind the Philadelphia Film Center, PFS Bourse Theater, and PFS East Theater, the Philadelphia Film Society (PFS) raises awareness of film as an important art form in Philadelphia and serves as a vital piece of the city's arts and culture community.

The General Manager will be responsible for the overall operation of the PFS East Theater. This includes proactively leading the venue team to ensure the achievement of business goals in revenue, expense, profitability, guest satisfaction, inventory control, and employee morale as well as acting as a representative of the Philadelphia Film Society in a way that is consistent with our mission statement and policies.

PRIMARY DUTIES AND RESPONSIBILITIES

- Oversee all venue operations including programmed maintenance and repairs. This includes competitive bidding for sub-contracted services, contract editing/approval, insurance certificate issuance, and work scheduling consistent with permissible timings. Solicit bids, evaluate/select, and coordinate work activities of building services contractors, as needed.
- Negotiate contracts with rental customers; budget and manage rental events, and interface/contract with caterers and other third-party vendors, as needed, to provide desired services. Coordinate planning with other PFS managers to minimize the impact of conflict/interruption on other business operations.
- Ensure that all applicable operating permits/licenses are obtained and kept up-to-date and that rental insurance requirements are appropriately covered
- In collaboration with the Executive Director, prepare annual budgets and financial operating reports; exercise significant financial control by monitoring monthly financial results against budget and managing staff and third-party service contracts; monitor purchasing and vendor contracts to ensure cost-effectiveness and anticipated service delivery
- Purchase and order concession and bar stock and any other supplies needed for daily operations, as well as the inventory and auditing processes involved in tracking those supplies
- Monitor risk management as it pertains to the theatre, i.e., employee and guest safety, loss prevention, emergencies, and the proper handling, reporting, and investigating of accidents
- Uphold and administer all Philadelphia Film Society policies
- Supervise all venue staff positions, as well as hire, train, schedule, coach, and disciple employees per the organizational policies
- Coordinate scheduling of movie show times and the timely delivery of show times to all proper channels
- Ensure that customer service is delivered with excellence and appropriately handles guest concerns
- Deliver the best movie picture and sound quality possible
- Ensure the overall cleanliness and safety of the building
- Other duties as assigned

SKILLS

- Ability to develop constructive and cooperative working relationships with others; is adept at creating a positive, collaborative and entrepreneurial work environment
- Excellent verbal and written communication skills with exceptional attention to detail

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- Ability to analyze, interpret, and make decisions based on business and financial data
- Proficiency in MS Office Suite
- Success as a respected leader in recruiting and retaining staff
- Maintains professional growth and development through continuing education, including participation in conferences, workshops, and professional affiliations

QUALIFICATIONS

- Minimum of a Bachelor's degree, ideally in business or related management degree, or equivalent work experience required
- At least three years of experience in a team management role
- Experience managing a movie theater and knowledge of movie projection and sound equipment preferred
- Experience having worked with a high-performance, collaborative, constructive peer group
- Applicants must be able to pass training programs and obtain food handling and alcohol service permits, if applicable
- Personal qualities of integrity, credibility, and a commitment to and passion for PFS's mission
- Experience and familiarity with Philadelphia and the cultural community a plus
- Fully vaccinated and boosted against COVID-19 by hire date

Salary and benefits are competitive and commensurate with experience. The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job, nor is it to be interpreted as a contract for employment. PFS is an Equal Opportunity Employer. Recruitment, hiring, promotions, and other terms, conditions, and privileges of employment shall be maintained in a manner that does not discriminate on the basis of age, race, creed, color, national origin, sex, sexual orientation, gender expression, marital status, physical or mental disability, veteran status, or military status, or in violation of any applicable Federal, state or local legislation.

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