

**Title: Associate Manager**

**Status: Part Time**

**Location: PFS Roxy Theater 2023 Sansom St Philadelphia PA 19128**

**Summary:** The part-time Associate Manager is an employee whose primary function is the operation and supervision of the PFS Roxy Theatre and its employees, and to act as a representative of the Philadelphia Film Society in a way that is consistent with our mission statement and policies.

**Essential Duties and Responsibilities include the following. Other duties may be assigned.**

- Regular and consistent attendance.
- Upholding and administering all Philadelphia Film Society & Theater policies.
- The training, developing, coaching and supervising of non-management Roxy employees.
- Performing all theater staff positions as required including Box Office, Concessions, and Ushering.
- Operating all projection and audio-visual equipment within the theatre, both hardware and software, including all applicable film handling (threading, building-up, tearing down, etc.) and maintenance as required. Maintain a working knowledge of all systems within the projection booth including maintenance, programming, TMS operation, and all related projection skills.
- Marketing and promotion of our annual Film Festival, PFS Membership, feature film engagement, and PFS curated programming through sales and current knowledge of all upcoming PFS events.
- Ensuring Member & Guest satisfaction by up keeping high customer service standards.
- Counting, depositing, and reconciling all receipts taken in during a business day. Receipts include cash, credit cards, coupons, checks, discount tickets, and any other mode of payment or accountability deemed applicable by PFS.
- Supervising theatre maintenance (building and grounds, where applicable), including performing minor repairs and obtaining qualified personnel for large maintenance concerns.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Availability:** Open availability preferred. Some dayshifts required. Must be available nights and weekends. Holidays are required.

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Eileen Heisman  
Roger LaMay  
Bob Lowery  
Joseph Manko  
Paula Moritz  
Parinda Patel  
Sharon Pinkenson  
Steve Poses  
Carla Ricci  
J. Mickey Rowley  
Allen Sabinson  
Richard Vague

Executive Director  
J. Andrew Greenblatt

**Education/Experience:** High School Diploma or equivalent (if not currently a high school student). At least 1 year supervisory experience or 1 year movie theater experience. Projection Booth experience (35mm & Digital) is requested but not required.

**Computer and Office Skills:** Proven experience with PC platforms and programs including Microsoft Office & knowledge of basic online office applications including Google branded Drive, Sheets, and Docs. Use of Database and Ticketing application Patron Manager to manage and update current member base as needed and engage in daily sales through its Box Office applications. Use of Square for daily concessions sales. Operate copiers, scanners, and other office equipment. Use tools and equipment with dexterity, and perform mechanical tasks as necessary.

**Language Ability:** Possess good public speaking skills. Effectively communicate in both oral and written form with employees, vendors, corporate staff, etc. Listen effectively, respond clearly and directly, and ability to explain information to others.

**Math Ability:** Perform calculations with speed and accuracy, and identify and correct errors.

**Reasoning Ability:** Identify problems, gather relevant data, and note possible causes of problems. Evaluate relevant information, recognize alternatives, reach conclusions based on evidence, and recommend solutions. Take action beyond what is necessarily called for, and perform tasks with a minimal amount of supervision. Perform under pressure and/or opposition.

**Personal Skills:** Interface effectively with customers, the public, and co-workers, and exhibit sensitivity to the feelings of others. Establish goals, budget time, and set priorities to achieve desired objectives.

**Supervisory Responsibilities:** Directly supervises an unspecified number of employees. Responsibilities include training and coaching staff; planning, assigning, and directing work; appraising performance; rewarding, addressing complaints, resolving problems, and under the direction of the General Manager disciplining of employees. As directed by the General Manager, responsibilities may include interviewing and hiring.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee is regularly required to lift up to 75 lbs. The vision requirements include: close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**Submit Resumes & References to Benjamin Marks at [roxygm@filmadelphia.org](mailto:roxygm@filmadelphia.org)**