

THEATER MANAGER, FILM CENTER

Position Type: Part Time

Pay Range: \$16.50/hour

Location: In Person



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.

PFS Theater Managers support the overall operation of the theater and ensure policies and procedures are being followed and operational standards are achieved. They are cross-trained in all departments to assist where needed and to provide training to all floor/theater staff. This position reports to the Film Center Assistant General Manager.

PRIMARY DUTIES AND RESPONSIBILITIES

- Perform daily opening, closing, operational, and administrative duties
- Responsible for working in all theater job functions and in training floor staff in their specific job functions
- Operate all projection and audio-visual equipment within the theater, both hardware, and software, including all applicable film handling (threading, building-up, tearing down, etc.) and maintenance as required. Working knowledge of all systems within the facility in booth and projection technology including maintenance, programming, and all related projection skills. 35mm experience is a plus.
- Interact with guests for improved service in the theater and ensure that floor staff are providing superior customer service. Learn and follow the policies and procedures as established by PFS, enforcing these with all theater staff fairly and consistently.
- Reconcile all receipts taken in during a business day
- Report all employee relations issues to the Assistant General Manager
- Adapt to the frequency and scope of required cleaning tasks
- Properly address any safety or security issues (trip hazards, lighting, suspicious persons, etc.)
- Perform other work-related duties as assigned

SKILLS

- An energetic and friendly attitude, excellent customer service skills, and the ability to communicate (verbal and written) with all ages, genders, and personalities
- Accurate cash handling, basic math skills, and POS system knowledge
- Ability to work in a team environment and independently
- Ability to train and lead others, conflict resolution skills, as well as ability to take and follow directions
- Excellent time management, organizational skills, attention to detail

PHILADELPHIA FILM SOCIETY

Philadelphia Film Center | PFS Bourse Theater | PFS East Theater | Philadelphia Film Festival
1412 Chestnut Street | Philadelphia, PA 19102 | www.filmadelphia.org

QUALIFICATIONS

- High school or G.E.D. graduate preferred
- At least one year experience in guest-focused business, theater experience a plus
- Working knowledge of all theater crew functions
- Complete basic food handling training and obtain any local or state-mandated certification, health card, or food handlers permit where required
- Management members who work with alcohol are required to complete a Safe Alcohol Service training program
- Availability to work flexible hours which include evenings, weekends, and holidays
- This position requires prolonged periods of standing, walking, and repetitive motions. All applicants must be able to lift up to 50 lbs

TO APPLY

Please email your resume and cover letter to jobs@filmadelphia.org with "Job Title – Your Name" in the subject line. Unfortunately due to the high volume of applications we receive, we are not able to respond to all applications. 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.