

THEATER MANAGER

Duties and Responsibilities

Seeking Theater Manager to oversee the operations of Savor Cinema in Fort Lauderdale and Cinema Paradiso in Hollywood. Both are operated by the Broward County Film Society. The Theater Manager's primary responsibility is public safety and facility management to support the organizations and third-party events. Most of the time will be spent at Savor Cinema.

Duties include but are not limited to preparing the theater for public events, working with hourly theater staff to support setup needs or building access, general assistance of event attendees, ensuring that all needs are understood for 3rd party events with rental coordinator, work with back of house manager, projection, and technical staff in maintaining the safety and comfort of all guests and upholding the highest level of customer service. Coordinate with operations manager that staff schedules are sufficient to meet the demands and/or expectations of organizational and 3rd party events. Ensure that all concessions and concession supplies are properly.

Below is a list specific responsibility:

- Maintain concessions and supplies for Savor Cinema, Cinema Paradiso and to support special events, 3rd party events and the annual Fort Lauderdale International Film Festival.
- Insure a positive and safe guest experience
- Oversee organization and safety of front and back of house
- Ensure hourly staff has all the necessary information, expectations and supplies for daily film screenings, 3rd party, rentals and special events.
- Manage guests and potential clients during non-theater hours
- Coordinate schedules with Operation manager
- Coordinate any repairs or services needed for theaters
- Review staff performance from previous day
- Make sure promotional materials are up to date

Other Work/Responsibilities

Other responsibilities include working with all staff to address any complaints or issues regarding theater operations. Work with Departments/Event Organizers to establish volunteer setup and cleanup and secure the building at the close of every shift after all guests have left the building.

Evening and weekend work is required as warranted by the film and event schedule and extensively during the annual Fort Lauderdale International Film Festival. The Event Manager reports to all senior staff.

Employment Type

Full Time – Hourly

Hours per week

30-40, depending on event schedule

Work Schedule

1pm – 7pm daily, however also varies depending on event schedules, will include also nights and weekends.

Pay Rate

\$18.00/hour, commensurate with experience

Minimum Experience/Education

Graduation from high school and five years of related experience; or an equivalent combination of education and experience

Departmental Preferred Experience, Skills, Training/Education:

A background in movie theater, performing arts center, event or House Management is preferred. Must have excellent customer service skills, an outgoing and positive attitude, and the ability to work well under pressure and with various personalities. Must be reliable, responsible, and a good leader. Interest in film and the performing arts is preferred. Must have a clean driving record.

To apply, please send your resume to Hal at hal@fliff.com