

The Moviehouse

JOB DESCRIPTION MANAGER _____ RESPONSIBILITIES:

The following is a description of the basic responsibilities of a Manager at The Moviehouse. This is a Management Position with emphasis on Problem Solving. The duties are performed at the location of the theater, 48 Main Street, Millerton, NY.

THEATER OPERATIONS:

Responsibility for the general maintenance and functioning of the theater building. To include but not be limited to lighting, signs, one sheet windows, digital projection equipment, café/concession equipment, computers, point of sale ticketing systems, heating and air conditioning systems. Comprehensive hands on knowledge of all jobs required to operate the theater.

PROFESSIONAL PRESENTATION OF MOVIES, OPERAS, NTLive and SPECIAL EVENTS:

Comprehensive knowledge of the technical aspects of the digital equipment used to present our programming including the nuances of sound, lighting and timing necessary to present the shows in the best possible way, including LMS and all digital projection equipment.

Responsible for overseeing all digital film, which includes receiving into and removing files from the LMS at the end of the runs and recording returns of Blu Rays. Follow up required if files or keys do not arrive as scheduled and managing the trailer inventory.

CUSTOMER SERVICE:

To carry out the philosophy of The Moviehouse as stated in our Personnel Policies and Operating Procedures. In addition, to act in a responsible and professional manner in dealing with any customer related complaints and problems.

SAFETY, CROWD CONTROL AND SECURITY:

Responsible for the safety and well-being of the staff and customers in emergencies, such as power outages or fire alarms, that requires evacuation of premises. Required to conduct twice a year fire drills and for training, updating and informing each employee of proper evacuation procedures, so as not to jeopardize the safety of yourself, an employee or customers at any time. Understand the location and functioning of the alarm system and how to implement if needed. Upon sounding the fire alarm, your responsibility is to assist customers and employees to the nearest fire exit and evacuate the building.

DRESS CODE:

White shirt, Black moderately cut pants, (no jeans), Black blazer.

Comfortable solid black shoes or solid black sneakers (no open sandals or heavy boots)

Stud earrings may be worn only on the ear lobe. Jewelry should not be in conflict with your professional appearance.

Hair must be clean and well-kept, long hair must be worn pulled back. Your appearance must be neat, clean and avoid extremes for nails and makeup if applicable. Gum chewing is not permitted.

Managers are expected to abide by this dress code during their scheduled work period.

EMPLOYEE MANAGEMENT AND TRAINING:

Responsible for the management of all hourly employees according to the Personnel Policies and Operating Procedures of the Company and for training of all employees as established in the Job Descriptions for each of the Jobs. Responsible for scheduling, breaks and tracking of hours for each staff member according to the staff schedule. Making any emergency changes to the schedule that are deemed necessary and notifying the office of these changes. Distributing paychecks and schedules on time.

Responsibility for the hiring and termination of hourly employees as established in the hiring and termination policy.

Responsible for the regular evaluation of hourly staff members.

TRACKING THE RECEIVING OF DELIVERIES AND APPROVING PAYMENT:

According to Receiving Policy, checking in all deliveries, counting and inspecting quality of product received against the packing slip or what was ordered. Signing for the merchandise and thereby approving payment and forwarding all shipping documents to the office. Entering deliveries into RTS Inventory.

TELEPHONE RECORDINGS:

Making the telephone Showtimes recording for the programming that we are offering and updating in a timely manner in cases of emergency, changes in the schedule. Recordings should always be consistent in tone and presentation of information.

PROMO INVENTORY:

Work with the office to have a up to date inventory of new one sheets available to fill the interior and exterior one sheet windows. Update the Promo Inventory Report and email to office weekly by Sunday evening.

INVENTORY AND MONEY SYSTEMS:

Assigning a specific amount of inventory and money to the staff to conduct business and balancing the accounts at the end of a work period. Recording any shortages or overages when necessary and monitoring the progress or lack of progress in a staff member when a problem occurs. Daily deposits of sales receipts, including any overages, according to according to established procedures.

MAINTAINING SUPPLIES, FOOD AND CONCESSION INVENTORIES:

Awareness of supplies needed for the operation of business, ordering these supplies in advance of need. Responsible for weekly stockroom inventories.

MANAGEMENT MEETINGS:

Meetings to communicate and discuss all issues and ideas related to the management of the business and problem solving. Agenda must be submitted prior to the meetings. Conducting regularly scheduled staff meetings, keeping minutes and signed attendance records of the meetings.

HOURS OF OPERATION:

The schedule that the theater operates dictates the manager's schedules. The schedule will change based on the time of year and projected volume of business for that season. The schedule can never be absolutely the same every week because of the many variables in the business such as holidays, running time of films and private screenings. The Moviehouse is a service business and is open every day. It is the manager's responsibility to see that the theater is properly staffed for all hours of operation and projected volume of business. During snow storms or inclement weather, the manager is responsible to open with a skeleton staff unless a decision is made to close the theater.

GENERAL THEATER CLERICAL WORK AND PROBLEM SOLVING RELATED TO THE MANAGEMENT OF THE BUSINESS:

The responsibility of management is to complete all the tasks involved in the daily operation of the theater, many of these have been outlined above. The success of management is to positively solve the problems that arise on a daily basis and to contribute to the updating and improvement of the operating systems of The Moviehouse.