

The Moviehouse

Millerton, NY

JOB DESCRIPTION- GENERAL MANAGER

The following is a description of the basic responsibilities of the General Manager at The Moviehouse. The Moviehouse is a well-established four-screen independent movie theatre in Millerton, NY. It shows a range of mainstream and art house films as well as fun events and special programming. The theatre has a bar/lounge area with a nightlife component. Candidates should have experience and a feel for hosting and customer service, as well as hands-on management skills. The duties are performed at the location of the theater, 48 Main Street, Millerton, NY. Experience managing a movie theatre is preferred but not necessary. We will train the right candidate in all areas.

RESPONSIBILITIES:

THEATER OPERATIONS:

Responsibility for the general maintenance and functioning of the theater building. To include but not be limited to lighting, signs, digital projection equipment, café/concession equipment, computers, point of sale ticketing systems, heating and air conditioning systems.

SCREENING LOUNGE:

The Moviehouse has a bar/lounge area and the General manager will need to be comfortable acting as the face of the business with customers- experience in hospitality is helpful but not required. Responsibilities will include overseeing the booking of parties, events and overseeing staffing. Hosting when applicable.

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

Oversight of all the technical aspects of the digital equipment used to present our programming including LMS and all digital projection equipment. These skills are preferred but not necessary. We will train the proper candidate.

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.

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. 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.

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 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. Conducting regularly scheduled staff meetings.

HOURS OF OPERATION:

The schedule that the theater operates dictates the manager's schedule. 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.
