

CRANDELL THEATRE
48 Main Street
Chatham, New York

Position Title: Assistant Operations Manager (2)
Reports To: Operations Manager

Crandell Theatre, a mission driven, nonprofit community cinema, in Chatham, NY is seeking two part-time assistant operations managers.

Application Deadline: Friday, May 14, 5:00pm

Position Status: Part-Time (20 to 24 hours/week)

Reports to: Theatre Manager

Compensation: \$20/hour. Weekend and holiday hours are required. Preferably, qualified applicants live within 20 minutes of Chatham, NY

Position Description

Assistant Operations Manager(s) is familiar with and is able to implement all facets of the film program including projection of films, reporting through Ready Ticketing Solutions (RTS) system; box office and related sales; custodial services, including auditorium, lobby/concessions area, restrooms; and updating the marquee and film advertising boxes. Although Assistant Operations Managers may have regular assignments, he/she is expected to complete tasks in any area of operation should that be necessary. Based upon experience/skills, one or both of the Assistant Operations Managers will have the capacity to manage office software, utilize the RTS system, and create slides used prior to screenings to promote area businesses.

Specific Duties

Screenings:

Prior to openings, using the opening checklist, Assistant Operations Manager(s) readies the theatre for screening, including preparing the box office and concessions areas for sales, reviewing auditorium and rest rooms for cleanliness and supplies, and providing for all health related services for visitors. Depending upon schedule, individual Assistant Operations Managers may be responsible for film screening or for box office sales and concessions. Following screening, the Assistant Operations Manager(s) (1) readies theatre for the next showing including custodial services in the auditorium and restrooms or (2) performs closing checklist related to security of the building, custodial maintenance, preparation of the facility for the next screening, and the night deposit.

Financial Recording:

Assistant Operations Manager(s) has the responsibility for operating the credit card systems for transactions, managing members' benefits at the box office and concessions, closing out daily transactions, and preparing the night deposit.

Public Interaction:

Assistant Operations Manager(s) represents the Crandell Theatre and has the responsibility to act with courtesy toward visitors and to conduct him/herself in a manner that brings credit to the organization. Assistant Operations Manager(s) is well groomed and meets the dress requirements.

Qualifications

Assistant Operations Manager(s) has demonstrated communications skills and experience working in public service capacities. The person(s) must have technical facility for operating Crandell projection systems as well as other automated transaction systems. The person(s) must have demonstrated a high level of responsibility prior to service at the Crandell and show a capacity for flexibility and willingness to assist the Operations Manager or other colleagues as may be requested.

To apply for this position: Send a resume and statement of interest by May 14 to Annie Brody, abrody@crandelltheatre.org. Interviews will begin immediately, and applications will be accepted until the position is filled.

Crandell Theatre, Inc., is an equal opportunity employer. As a mission-driven, non-profit organization, the Crandell is dedicated to enriching the cultural vitality of the region through film programming that challenges, inspires, educates, and entertains. Additionally, the Crandell is located in the historic theatre on Main Street, Chatham, NY, which is listed on the national and state registers of historic buildings and produces the FilmColumbia film festival each October.