

CRANDELL THEATRE  
48 Main Street  
Chatham, New York

Position Title: Facility Assistant  
Reports To: Operations Manager/Office Manager

Position Status: Part-Time (8 hours/week)

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

### Position Description

The Facility Assistant is responsible for weekly monitoring of building operational systems and outside contractual services, including garbage pickup and pest control. Additionally the Facility Assistant installs updates for the marquee and advertising boxes. The Facility Assistant makes certain that at the close of Sunday screenings trash has been gathered for disposal on Mondays and areas are resupplied for special screenings and/or Thursday screenings.

### Specific Duties

#### Monitoring of Facilities Operating Systems:

- Using the operations checklist, reports any deviation from standard operating procedures to the Operations Manager or Office Manager on a weekly basis.
- Using the projection equipment checklist, reports any issues/problems to the Operations Manager or Office Manager on a weekly basis.
- Weekly performs inventory of custodial and concession supplies and prepares orders for the Operations Manager or Office Manager.
- Oversees trash pickup and outside services contracts related to the building.

#### Updates for Marquee and Advertising Boxes:

- On a weekly basis, changes the marquee advertising screenings.
- Changes advertising boxes and internal displays as required.

#### Other:

- Assists Executive Director/Office Manager in tasks related to Crandell operations and special events in the theater.
- Provides assistance to the Operations Manager in the operation of the theatre.

## Qualifications

The Facility Assistant has completed high school and has some appropriate coursework/job experience related to building systems. The person must be cooperative and flexible based upon the needs of a small staff. The Facility Assistant must be prepared to represent the Crandell Theatre in a public role should that be required.

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

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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.