

CRANDELL THEATRE  
48 Main Street  
Chatham, New York

Position Title: Operations Manager

Reports To: Executive Director

Supervises: Assistant Operations Manager (2) and Facility Assistant (1)

Crandell Theatre, a mission driven, nonprofit community cinema, in Chatham, NY is seeking a part-time operations manager. Responsible for theater operations, including equipment, facilities, staff supervision, daily financial accounting and record-keeping.

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

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

Reports to: Executive Director

Compensation: \$30/hour. Weekend and holiday hours are required. Preferably, qualified applicants live within 20 minutes of Chatham, NY

### Position Description

The Operations Manager is responsible for weekly staffing of the Crandell Theatre, primarily Thursday through Sunday as well as special screenings that are scheduled; all aspects of film screenings including implementation of screening schedule, pickup, delivery, projection, Ready Ticketing Solutions (RTS) system; box office and related sales; monitoring of building systems and projection equipment; custodial services, including auditorium, lobby/concessions area, restrooms; and updating of marquee and film advertising boxes. The Operations Manager works with the Executive Director to (1) implement evolving state health requirements related to theatre operations, including concessions, and (2) be certain that all facility systems are maintained and are operational.

### Specific Duties

#### Staffing:

- With the Executive Director hires Assistant Operations Managers (2) and Facility Assistant (1).
- Schedules and oversees staff to meet the requirements of weekly screenings and special programs.
- Collects and submits weekly payroll sheets to Office Manager.
- Trains and oversees staff in their specific assignments related to box office, concessions,

film projection, custodial services, and role as public representatives for the Crandell Theatre including appropriate dress/appearance.

House and Facilities Management:

- Monitors picture and sound quality and contracts related to projection equipment reporting any issues to the Executive Director.
- Supervises and participates in custodial maintenance of the public areas of the Crandell Theatre.
- Supervises monitoring of facility systems, including contract services, and maintenance of film projection equipment.
- Monitors inventory of custodial supplies and concessions, preparing orders that are submitted by the Office Manager.
- Supervises updating marquee and advertising boxes.

Financial Management:

- Maintains film rental records as required by Crandell Theatre policy and film distributors through RTS system.
- Supervises daily cash/credit card receipts and night deposits at Berkshire Bank. Maintains daily cash requirements.

Qualifications

The Operations Manager has three years' experience in an arts related or hospitality workplace. An associates' degree in a related area is helpful. Fluency with office software required along with significant ease using box office reporting systems and projection equipment. Excellent oral communication skills are an asset along with a demonstrated ability to work as part of a small but dedicated team who serve the public.

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 owns and operates 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.