



Marion Theatre Job Description: Assistant Theatre Manager

Description:

The Assistant Theatre Manager is a key holding, hourly employee responsible for monitoring day to day procedures and hourly personnel to ensure an effective operation and excellent Guest Service. The Assistant Theatre Manager, in the absence of or in conjunction with subordinate supervisors, acts as the primary point of contact and supervision for all front line employees. The Assistant Theatre Manager must have the ability to contribute in all areas of the operations as needed. The Assistant Theatre Manager is a full-time position reporting to the Operations Manager. Submit application and cover letter to adam@reillyartscenter.com.

General Responsibilities:

- Offer superior guest service according to established standards and practices.
- Provide coverage and assistance in the areas of concessions, box office, café and other guest service responsibilities as needed.
- Inspire, coach, and motivate team members to deliver a remarkable overall entertainment experience through direct oversight of guest service, facility maintenance, and presentation quality.
- Guide and encourage team members to maximize their personal growth and development. .
- Oversee all theatre departmental functions and other duties as assigned with the guidance of the Operations Manager.
- Ensure a well maintained, safe, secure, and sanitary environment for guests and staff.
- Monitor service cycles and coach staff on operational standards to ensure guest satisfaction.
- Practice proactive guest management

Skill/Work Requirements:

- Working knowledge of all theatre functions, including projection equipment, food and beverage operations and facility services.
- Demonstrates team management, delegation, issue resolution, coaching skills and ability to motivate others and provide direction for staff.

- Flexible availability including daytime, evenings, weekends and major holidays. Full availability for any shift, seven (7) days per week, including nights, weekends, and holidays
- Excellent leadership, training and development skills.
- Effective oral and written communication skills.
- Effective analytical, planning and problem solving skills.
- Demonstrates organization and multi-project time/issue management and the ability to meet deadlines consistently.
- Work effectively with supervisors, peers, subordinates, guests, vendors and corporate partners.
- Ability to adhere to a professional appearance.
- Ability to read and interpret documents like training materials, spreadsheets, reports and operating instructions.
- Accurate cash handling skills
- Proven ability to consistently deliver results with minimal supervision.

Salary: \$14/Hr

Direct Report: Operations Manager, The Marion Theatre

Hours: Full Time (32-40 hours per week)

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.