

Rogers City Theater - Presque Isle District Library

THEATER MANAGER

FUNCTION:

Theater Manager is responsible for hosting films and other events which include special evening events and weekends, managing the concessions stand and box office, maintaining the theater building, maintaining the movie projection and sound equipment, assisting the public, enforcing library policies and maintaining records and statistics. The Theater Manager reports to the Program Director and to the Office Manager in Program Director's or Director's absence.

RESPONSIBILITIES:

- ❖ Implement and enforce policies approved by the District Library Board
- ❖ Maintain necessary records, files and statistics
- ❖ Utilize resources in the theater to assist patrons/public or obtain needed resources from other locations
- ❖ Responsible for the overall appearance of the theater including interior and exterior of the building
- ❖ All theater maintenance must be approved by the Library Director

DUTIES:

- ❖ Negotiate movie contracts
- ❖ Maintain schedule and calendar of programs/events
- ❖ Market films/programs/events on website, social media and local paper
- ❖ Assist to promote and market events at the theater
- ❖ Work closely with the Rogers City Community Theatre group and attend their Board meetings as necessary
- ❖ Assist and work closely with the Program Director
- ❖ Maintain up-to-date vendor information
- ❖ Keep abreast of professional trade and technical knowledge
- ❖ Compile daily and monthly circulation statistics to Cataloging Supervisor
- ❖ Tabulate theater income on a weekly basis
- ❖ Change/update the marquee sign
- ❖ Assist with and perform with the Sound System
- ❖ Train and manage concessions/box office staff members
- ❖ Ensure auditorium, bathrooms, and concessions stand are kept clean and sanitary
- ❖ File correspondence and other important information
- ❖ Inventory equipment, materials, and supplies as required
- ❖ Attend bi-monthly Staff Meetings
- ❖ Attend Management Team Meetings
- ❖ Other duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS:

- ❖ Undergraduate degree in equivalent, or greater subject area
- ❖ Previous management experience, preferably in a theater
- ❖ Proficient with computers, software, and online social media platforms
- ❖ Proficiency with digital projection, related technology, or theater operations (stage/lighting/sound) is a plus
- ❖ Excellent verbal and writing skills, and demonstrates the ability to speak in public
- ❖ Accuracy and attention to detail
- ❖ Dependability and promptness
- ❖ Ability to drive and have access to vehicle

PERFORMANCE REQUIREMENT:

- ❖ Attitude: professional conduct, embraces and supports change, creative, enthusiastic, and positive with coworkers and the general public
- ❖ Initiative: self-starter, seeks opportunities, uses good judgement, takes intelligent risks
- ❖ Accountability: owns responsibilities, avoids excuses
- ❖ Service: models excellent patron interaction, collaborative within and outside of the library
- ❖ Skills: standard library and computer technology, organizational planning and reader's advisory

PHYSICAL REQUIREMENT:

- ❖ Physically able to lift 50 lb. bags and able to bend and reach items above or below
- ❖ Physically able to climb ladder and stairs
- ❖ Ability to stand for long periods of time

WORKING CONDITIONS:

- ❖ Flexible schedule, including nights and weekends

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