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Press Release

Keystone Theatre Manager: Bradford County Regional Arts Council seeks Keystone Theatre Manager. Salary plus benefits negotiable depending on experience/skills. 30 hour week includes Friday, Saturday evenings plus at least 2 other evenings and daytime work. Supervisory and organizational skills required. Projection work will require mechanical skills. To start by May 1, 2009. Send Letter of Interest and Resume to: BCRAC, 601 Main St. Towanda, Pa. 18848 by April 17. Job description at www.bcrac.org – click on news. EOE

Job Description (updated: 3/26/09)

Title: Keystone Theatre Manager

Responsible To: Executive Director

Salary: Variable salary depending on experience and skills; plus healthcare and 3% pension.

The Theatre Manager fulfills job requirements listed on the Movie Manager's Job Description list and is the public face of the Keystone Theatre. In addition to that list, the Theatre Manager is responsible for:

1. Weekly communications with the Movie Program Director. Try to stay aware of movie releases and provide input to the Movie Director as to preferences and program goals.
2. Ensuring that films are ready for presentation. This includes confirming film transportation with the Program Director, putting films on, breaking films down, equipment maintenance, etc.

For Immediate Release

3. Complete or assign someone to complete a weekly inventory of concession stock and ensure the register totals are within 98% of inventory totals. Repetitive discrepancies of more than 2% should be discussed with the Executive Director. Inventory should record any stock brought from storage.
4. Completing a monthly sales tax report and submitting it to the Bookkeeper by the 7th of each month.
5. Making the weekly or Bi-weekly orders of concession and cleaning/maintenance supplies.
6. Ensuring that the movie managers and general staff understand the policies of the BCRAC and taking any of their concerns, when appropriate, to the Executive Director.
7. Ensuring that sufficient staff is hired and properly trained for on-going Theatre programming. Completed staff schedules are to be made available at least one week in advance and posted in the box office. Staff should be used efficiently.
8. Ensuring that Nightly movie manager and all staff work together to keep the Theatre safe, clean and welcoming for the patrons.
9. If the theatre manager has an issue or concern with another manager or staff person, discuss this issue in private with that person. If a personnel issue continues, it should be discussed with the Executive Director. General staff discussion about personnel issues is to be strongly discouraged.
10. Evaluating all staff each year (summer). This is a time for clear discussion about job performance (good/bad) and for listening to staff concerns. In addition, new staff receive a 3-month probationary evaluation meeting with the Theatre Manager.
11. Having the Theatre and Staff ready for special events. Often these events will require other jobs such as ticket sales, arranging for ushers, working with technical and live programming directors, etc. Theatre rental arrangements are to be determined by the Theatre Manager.
12. Overseeing building maintenance with the Executive Director.
13. Developing relationships with patrons & external stakeholders (public, media, donors, etc). This includes making brief welcoming comments prior to show starting and working at least 4 evenings per week.

Employee's Signature: _____ Date: _____

Executive Director's Signature: _____ Date: _____