

**CITY OF IONIA
JOB DESCRIPTION**

THEATRE SHIFT MANAGER (PART-TIME)

Supervised By: Theatre Managing Director
Supervises: Volunteers
FLSA Exempt

Position Summary:

Under the supervision of the Theatre Managing Director, the Theatre Shift Manager performs a variety of tasks including supervision of theatre staff and volunteers as required to ensure an outstanding customer experience at the Ionia Theatre.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Opens and closes Theatre for movies and live events.
2. Works with volunteers to prepare for concession sales and ticketing.
3. Prepares RTS registers for sales.
4. Prepares projection rooms for movies at beginning of shift.
5. Reports concerns/issues to Theatre Managing Director.
6. With volunteer assistance, keeps the Theatre looking well-kempt and professional.
7. Maintains good stock levels in the concession stand and receives stock from vendors.
8. At shift end closes selling stations and prepares deposit for City Hall.
9. Cleans concession area at day's end.
10. Reports technical issues to the Theatre Managing Director and Custodial Staff.
11. Performs related work as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- A valid State of Michigan Driver's License, a satisfactory driving record, and the ability to maintain both throughout employment.
- Graduation from high school or equivalent (i.e., GED).
- Skill in the use of office equipment and technology, including computers and related software, and the ability to master new techniques.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with the public, business and community interests, elected officials, other employees, and professional contacts.
- Ability to critically assess situations and solve problems, and work effectively under stress, within deadlines, and changes in work priorities.
- Ability to attend meetings outside of normal business hours.

- Ability to travel to various locations within the City.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position regularly works in an office setting with a controlled climate where employee sits and works on a computer, communicates by telephone, email or in person, and moves around the office or various locations in the facility.