RENEW THEATERS
County · Ambler · Hiway · Princeton Garden

ADMIN OFFICE
106 E Butler Ave, Ambler, PA 19002
215-348-1878

Position Title: Manager
Company: Renew Theaters, Inc.
Theater: Princeton Garden
Team: Managers
Reports to: Head Manager

Compensation and Benefits:
Pay Type: Hourly
Job Status: Part-time
Salary: $19/hr
Benefits (All staff):

- 40 hours paid sick time each year
- Free movies & popcorn for staff and their immediate family

Benefits (If Salaried):

- Parental leave and vacation on a graduated scale based on years of service
- Health plan, which includes vision and dental. Family health plans are also available for an additional cost.
- 403(b) retirement plan with a partial match (50%) up to 3% of gross salary

Location/Schedule: 4 ten hour shifts on-site if full-time. 2-3 ten hour shifts per week if part-time. The schedule is set monthly. Set schedules are not guaranteed.

Summary Job Description:

The theater **Manager** is responsible for overseeing daily operations of the theater and managing relationships between theater employees and with customers. Theater managers report to the Head Manager of their primary theater. Additional responsibilities may be assigned by the Head Manager, General Manager, or Director of Operations.

They should be proficient in all tasks associated with operating the theater and maintaining the facilities; and should lead staff in properly handling customers, finances, facilities, safety, and presentation. A theater manager may take on additional tasks and responsibilities as delegated by the head manager. They should be prepared to act as a community ambassador on behalf of the theater and provide introductions for events

Requirements:

- At least 2 years of customer service experience in a high traffic environment preferred
- Management experience is a plus
- Some A/V tech experience is a plus
- Knowledge of Google Drive and POS software preferred
- Some basic knowledge of film history preferred
- Ability to work mornings and evenings, weekends and holidays. We are open 365 days a year.

Physical Requirements/Work Environment:

- Ability to sit, stand, and walk for extended periods
- Ability to reach, kneel, and bend
- Ability to climb multiple flights of steps
- Comfortability with ladders
- Ability to lift 50lbs
- Comfortability with changing the marquee in all-weather conditions except thunderstorms.
- Ability to shovel snow and do some property management duties (weeding, sweeping, painting, etc.)
- Must have reliable transportation and be comfortable traveling between locations

Responsibilities:

- Oversee daily theater operations including:
    - leading the staff in providing an exceptional customer experience,
    - providing the best possible on-screen presentation,
    - overseeing the safety of the staff and patrons,
    - overseeing cleanliness and maintenance of facilities and equipment, and
    - overseeing responsible and safe handling of daily financial transactions.
- Show a full understanding of Asana, Dolby, Google, and INDY systems.
- Demonstrate knowledge of projector operation and maintenance. Communicate with the Head Manager, Director of Operations, Operations Manager, and/or Cardinal to address any projector issues.
- Assist with the hiring and training of new staff.
- Attend monthly manager meetings, monthly all-staff Google Hangouts, and bi-annual staff meetings.
- Oversee scheduling and handling of volunteer ticket-takers.
- Demonstrate understanding of rental and special event procedures. Responsible for regularly checking event details on a weekly basis and communicating with Events & Rentals Coordinator and programming team.
- Demonstrate knowledge of the surrounding community. This includes parking information, restaurants, borough contacts, fire and police department contacts.
- Acts as a community ambassador on behalf of the theater.

- Introduce special events or screenings; moderate Q&As; make announcements before the start of films.

The Ideal Candidate:

- Has strong interpersonal, communication, and conflict-resolution skills.
- Has the ability to exercise and maintain discretion, sound judgment, and confidentiality.
- Is highly organized with strong attention to detail.
- Demonstrates excellent written and verbal communication skills.
- Is a proactive problem-solver who anticipates needs and takes initiative.
- Works collaboratively with colleagues at all levels of the organization.

About Renew Theaters

Renew Theaters is a non-profit management organization that operates four non-profit, community-based art house movie theaters: the Ambler Theater (Ambler, PA), the County Theater (Doylestown, PA), the Hiway Theater (Jenkintown, PA), and Princeton Garden Theatre (Princeton, NJ). Our theaters feature first run art house films and special programming that includes classic cinema, international films, family programming, film discussions, and other special recurring and stand-alone series.

Renew Theaters is an equal opportunity employer and maintains a strong policy of equal employment opportunity for all employees and applicants for employment. Renew Theaters believes each employee deserves to be treated with respect and that all employment-related decisions should be made without regard to race, color, religion, gender, age, national origin, marital status, sexual orientation, gender identity, citizenship, genetic information, status as a qualified individual with a disability, military status, or any other protected characteristic as established by law. We strive to achieve a welcoming, diverse, and inclusive workplace environment, and encourage qualified candidates of all backgrounds to apply to join our team.