Manager Position

We are hiring for a part-time management position at the Garden Theater. Responsibilities include overseeing daily theater operations such as opening and closing the building, supervising and reconciling box office/concession sales, reporting to the administrative office, test screening new films, operating projection equipment, overseeing staff, assisting the lead manager, and overseeing customer interactions.

This is a great opportunity for anyone who wants to learn more about projection and develop leadership skills. This is a challenging but rewarding position as you are the keeper of the theater during your shift.

Applicants should have basic computer proficiency and some familiarity with A/V technology. Onsite training will be provided for use of projectors and ticketing software. Work schedule will include mornings, nights, weekends, and holidays. Reliable transportation is necessary. Flexibility is a must. Willingness to travel to other locations for cross-training is a plus.

We are looking for candidates who are professional, reliable, and have strong customer service skills. Candidates should be self-motivated and have an attention to detail.

Part-time managers have a weekly schedule of 20 to 30 hours divided over the course of 2 to 3 days.

Please send a completed resume with references and a cover letter to careers@princetongardentheatre.org

Best,
Jon Dumoff
Managing Director