

VENUE MANAGER Job Description

BASIC FUNCTION

The **Venue Manager** oversees all operations relating to an individual screening facility.

REPORTING RELATIONSHIP

- Venue Operations Manager

PRIMARY SUPERVISORY RESPONSIBILITIES

- House Coordinators, Venue Crew Volunteers

PRIMARY DUTIES & RESPONSIBILITIES

Responsibilities include but are not limited to:

- Oversee the front-of-house volunteer staff
- Work crowd control
- Oversee ticket/pass scanning
- Liaise with year-round venue management and Venue Operations Manager to maximizing seating and ensuring shows begin on time
- Coordinating individual venue box office and merchandise sales
- Ensuring a positive screening experience for patrons

QUALIFICATIONS

- Ability to perform well in a stressful situation
- Ability to stay focused and ensure completion of tasks
- Ability to lead and motivate a diverse and changing/rotating team
- Ability to ensure a pleasant patron, volunteer, and staff experience
- Ideal candidate will
 - Be organized
 - Think on your feet
 - Have solid computer, and fearless technology experience/skills
 - Remain calm in the face of chaos and/or ambiguity

DATES OF EMPLOYMENT

May 12 – June 13, 2014