

SIFF CINEMA FLOOR STAFF

SIFF's mission is to create experiences that bring people together to discover extraordinary films from around the world. It is through the art of cinema that we foster a community that is more informed, aware, and alive. SIFF Cinema Uptown and SIFF Cinema at the Film Center are the year round public face of SIFF and mission brought to life.

POSITION SUMMARY

SIFF Cinema Floor Staff is responsible to ensuring excellent service and professional courtesy to internal and external customers.

CLASSIFICATION

Regular Non-Exempt

REPORTING STRUCTURE

- Reports to the SIFF Cinema Manager and SIFF Cinema Leadership Team
- Non-Manager, no oversight or accountability for others, an individual contributor

PRIMARY DUTIES AND RESPONSIBILITIES

- Provide excellent customer service and professional courtesy to internal and external customers
- Sell tickets, gift certificates, memberships and passes
- Sell beer, wine, popcorn, soda, and other items in concession stand
- Open/Close box office and concession stand
- Receive deliveries and restock concession items when needed
- Take daily inventory of concessions products and supplies
- Maintain concession area (including popcorn, soda, and espresso machines), lobby and theaters
- Assist with event set-up and breakdown, when needed
- Assist in nightly changes to marquees and poster cases
- Communicate facilities issues and customer concerns to the leadership team
- Answer the phone in a courteous and professional manner
- Keep current on SIFF programming, series and programs, events, and schedules
- Represent SIFF, SIFF Cinema and the Seattle International Film Festival

GENERAL QUALIFICATIONS

- Superior customer service skills
- Excellent cash handling skills
- Ability to multitask and think on your feet
- High comfort level with computers and POS systems
- Enjoys working in a fast-paced, customer focused environment
- Self-motivated as well as an excellent team-player
- Ability to work a flexible schedule consisting of nights, weekends, and holidays
- Strong communication skills
- Current Food Handler's Card obtained in WA state
- Current WA Class 12 Mixologist Permit
- Passion for film a plus

BENEFITS

- Free movies at SIFF Cinema and select partners in Seattle
- Participation in America's largest film festival held every May/June

TO APPLY

Email cover letter and resume to siffjobs@siff.net with the subject line "Cinema Staff." Applications will be reviewed on a rolling basis. Position closes 5 pm, Friday, August 15, 2014.