

FESTIVAL CINEMA FLOOR STAFF

Job Description

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, SIFF Cinema Egyptian, and SIFF Cinema at the Film Center are the public face of SIFF and mission brought to life.

BASIC FUNCTION

Festival Cinema Floor Staff is responsible for ensuring excellent service and professional courtesy to internal and external customers during the 2015 Seattle International Film Festival.

REPORTING RELATIONSHIP

- SIFF Cinema Manager and SIFF Cinema Leadership Team

PRIMARY SUPERVISORY RESPONSIBILITIES

- Non-Manager, no oversight or accountability for others, an individual contributor

PRIMARY DUTIES & RESPONSIBILITIES

- Provide excellent customer service and professional courtesy to internal and external customers
- 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
- 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
- Keep current on SIFF programming, series and programs, events, and schedules
- Represent SIFF, SIFF Cinema and the Seattle International Film Festival

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
- Enjoy 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
- Must be 21+
- Passion for film a plus

DATES OF EMPLOYMENT

May 14 – June 7, 2015