

FESTIVAL VENUE MANAGER

Job Description

BASIC FUNCTION

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

REPORTING RELATIONSHIP

- Venue Operations Manager

PRIMARY SUPERVISORY RESPONSIBILITIES

- Experience Officers, Venue Crew Volunteers

PRIMARY DUTIES & RESPONSIBILITIES

- Oversee the front-of-house volunteer staff
- Oversee and ensure crowd control
- Oversee ticket/pass scanning
- Liaise with year-round venue management and Venue Operations Manager to maximize seating and ensure on time screenings commence
- Coordinate individual venue box office and merchandise sales
- Ensure a positive screening experience for patrons

QUALIFICATIONS

- Experience providing festival, events, and/or facilities management helpful
- 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 11 – June 12, 2015