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## CINEMA SHIFT LEAD

### 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.

#### **OVERVIEW AND IMPACT:**

Reporting to the Cinema Manager, the **Cinema Shift Lead** provides leadership to support and motivate cinema staff to ensure the goals of the organization are consistently met.

#### **PRIMARY DUTIES & RESPONSIBILITIES:**

- Maintain and foster a high level of customer service and professional courtesy to internal and external partners and clients
- Ensure and facilitate a positive patron experience
- Open and close venues
- Track and provide reports for ticket sales; problem-solve and resolve ticketing issues
- Responsible for inventory control and purchasing
- Oversee concessions sales and reporting
- Develop and track concessions sales plan as budgeted
- Provide light building maintenance and communicate ongoing or larger scale facilities issues
- Work with film suppliers in shipping prints to and from cinema, maintain database and correspondence with print sources and programming department
- Act as a representative of SIFF, SIFF Cinema and the Seattle International Film Festival
- Other duties as assigned

#### **QUALIFICATIONS:**

- Superior leadership, and interpersonal skills.
- Exceptional customer service, internal and external
- Awareness and sensitivity toward various ethnic, cultural, and other diverse backgrounds.
- Demonstrated ability to work with and motivate diverse, creative personalities.
- Demonstrated ability to work effectively alone and with a team.
- Strong organizational skills and ability to prioritize, problem-solve, and multitask.
- Strong communication skills
- Experience with non-profits, arts organizations and/or film a plus
- Current Food Handler's Card obtained in WA state
- Current WA Class 12 Mixologist Permit
- Ability to work a flexible schedule consisting of nights, weekends and holidays
- Passion for film a plus

#### **TO APPLY:**

Email letter of interest and resume to [siffjobs@siff.net](mailto:siffjobs@siff.net) indicating Cinema Shift Lead in the subject line.

*SIFF is an equal opportunity employer. We seek to hire candidates that reflect the cultural diversity of our community. We believe every employee has the right to work in an environment free from unlawful discrimination as is consistent with our commitment to diversity, respect, and inclusion. Consistent with applicable federal, state, and local laws, SIFF provides all employees and applications with equal opportunity in all aspects of the employment relationship.*