

## STAFF – SIFF CINEMA

**Reports To:** SIFF Cinema Leadership Team

### POSITION SUMMARY

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.

SIFF is looking for an experienced service employee who is ready to roll up his/her sleeves and join in the fun that is SIFF Cinema year round operations.

### JOB 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

### SKILLS

- 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
- Current 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

### APPLY

To apply, please email your résumé with a cover letter to [siffjobs@siff.net](mailto:siffjobs@siff.net) with the subject line "Cinema Staff".

Please include in your cover letter:

1. Complete the statement "I would like a job at SIFF Cinema because..."
2. Describe a recent positive cinema experience that you've had at SIFF or another local theater.
3. Describe your favorite movie from when you were 12 years old.