

## Historic Vogue Theatre of Manistee

### Position Description – Assistant Manager of Operations

The Historic Vogue Theatre of Manistee is a non-profit, historic movie theater that has been fully rehabilitated into a top-notch, community-based venue for film and other cultural events. The Assistant Manager of Operations will assist the Theatre Manager with regular operational duties of the Vogue, including cooperative supervision of day-to-day operations and representing the theater to the community and its customers. The Assistant Manager of Operations reports to the Theatre Manager, who in turn is responsible to the Board of Directors of the non-profit corporation.

The roles of box office sales, concession stand workers and ushers will primarily be filled by dedicated and passionate volunteers of the Vogue. A small, dynamic and thoroughly cross-trained leadership team of paid management staff will be responsible for the upper-level tasks associated with running the Vogue, including all audio/visual and projection responsibilities. Management staff will also be expected to 'pinch hit' with roles normally filled by volunteers on a regular basis as well as when demand requires.

As a general rule, the Assistant Manager of Operations will focus more on administrative & marketing roles and responsibilities, working on par with the Assistant Manager of Technology, who will focus more on projection & facilities. The Assistant Manager of Operations will be flexible, open-minded and be willing to assume – if not relish – a “jack of all trades” mindset. There will always be a member of the management staff on duty while the Vogue is open to the public and when volunteers are on-site.

#### **Expected duties shall include, but shall not necessarily be limited to, the following:**

- Promotion and marketing of the theater and its programming
- Assistance in volunteer recruitment and training
- Working cooperatively and seamlessly with the Vogue's limited paid staff
- Assistance with routine theatre website maintenance and content creation
- Assist with fiscal management of the theater, under the direction of the Theatre Manager
- Tracking and reporting of key data such as attendance, sales, volunteer utilization
- Inventory management & purchasing
- Troubleshooting various issues that may arise, ranging from equipment to customer service
- Serving in a lead planning role for promotional events
- Assistance with design & creation of content such as advertisements
- Projection responsibilities as needed – will be trained to have working knowledge of systems
- Assume a sense of ownership of the Vogue and its continued success
- Other duties as assigned by the Theatre Manager

#### **Requirements:**

- A love of great cinema
- Passion for great customer service
- Availability to work various and flexible shifts, including nights, weekends, holidays
- Excellent verbal and written communication skills
- Proven ability to effectively work as a collaborative leader and team player
- Lead by setting the proper example for our patrons, employees and volunteers
- Cash handling and inventory experience are a definite plus
- General knowledge of Microsoft Office products
- Aptitude for technical processes, in particular computers and digital audio/visual equipment
- Prior experience with theatre, venue or volunteer management is preferred, but not required
- Ability to pass a background check and pre-employment drug screening

The Assistant Manager of Operations is a full-time salaried position. Salary range \$25,000 - \$40,000/year plus benefits, depending on qualifications and experience.