

Presque Isle District Library THEATER MANAGER

FUNCTION:

Theater Manager is responsible for opening and closing the theater at designated hours which include special evening events and weekends, for assisting the public, for enforcing library policies and for maintaining records and statistics. The Theater Manager reports to the Program Director and to the Library Technician or Finance Manager in Program Director's absence.

RESPONSIBILITIES:

- ❖ Implement and enforce policies approved by the District Library Board
- ❖ Maintain necessary records, files and statistics
- ❖ Utilize resources in the theater branch to assist patrons/public or obtain needed resources from other locations
- ❖ Responsible for the overall appearance of the theater including interior and exterior of the building
- ❖ All theater maintenance must be approved by the Library Director

DUTIES:

- ❖ Negotiate movie contracts
- ❖ Maintain schedule and calendar of programs/events
- ❖ Assist to promote and market events at the theater
- ❖ Work closely with the Community Theatre group and attend their Board meetings as necessary
- ❖ Assist and work closely with the Program Director
- ❖ Maintain up-to-date vendor information
- ❖ Keep abreast of professional trade and technical knowledge
- ❖ Compile daily and monthly circulation statistics to Cataloging Supervisor
- ❖ File correspondence and other important information
- ❖ Inventory equipment, materials, and supplies as required
- ❖ Attend bi-monthly Staff Meetings
- ❖ Attend Management Team Meetings
- ❖ Change/update the marquee sign
- ❖ Maintain scheduling of staff for concessions *subject to change
- ❖ Other duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS:

- ❖ Undergraduate degree in equivalent, or greater subject area
- ❖ Previous management experience, preferably in a theater
- ❖ Proficient with computers, software, digital projection, related technology, theater operations (stage/lighting/sound)

- ❖ Excellent verbal and writing skills, and demonstrates the ability to speak in public
- ❖ Accuracy and attention to detail
- ❖ Dependability and promptness
- ❖ Ability to drive and have access to vehicle

PERFORMANCE REQUIREMENTS:

- ❖ Ability to learn routine theater procedures
- ❖ Ability to understand and carry out directions
- ❖ Clerical aptitude and light bookkeeping and accounting abilities
- ❖ Tactful when dealing with people of all ages
- ❖ Ability to do elementary mathematical calculations
- ❖ Ability to write legibly and speak correctly
- ❖ Physically able to climb ladder, stairs, and carry 50 lbs. or less

This is a proposed flex of 25-30 hours/week full-time position which includes nights, weekends, special events and library programming.

Starting salary based on experience, \$21,500 to \$23,000, no benefits.