

# CINEMA ST. LOUIS

**TITLE:** Front-House Staff

**STATUS:** Seasonal

**REPORTS TO:** Assistant Theatre Manager

**DATE WRITTEN:** October 2023

Part-time position. This position is not eligible for benefits.

**Guaranteed Hours:** Minimum of 4 hours per week; no more than 35 hours per week.

**Hourly Pay - \$12.50 - \$14.50** depending on experience.

All interested applicants should submit a resume and application to [robert@cinemastlouis.org](mailto:robert@cinemastlouis.org).

## **JOB SUMMARY:**

The front house staff is responsible for effective operation and excellent guest service. This part-time, hourly position reports to the Assistant Theatre Manager.

- ★ Provide coverage and assistance in concessions, box office, and other guest service responsibilities as needed.
- ★ Deliver a remarkable overall entertainment experience through superb guest service.
- ★ Maintain inventory and stock and alert the Assistant Theatre Manager when running low.
- ★ Follow operations procedures for all concessions equipment and immediately notify the Assistant Theatre Manager of any issues.
- ★ Follow procedures for the use of the Eventive ticketing system. Notify the Operations Director of any related equipment or technical issues immediately.
- ★ Assist with all repertory screenings, film festivals, and special events as needed.
- ★ Assist with theatre cleaning before, during, and after all film screenings.

## **JOB SPECIFICATIONS:**

- ★ Flexible availability, including daytime, evenings, weekends, and major holidays. Full availability for any shift, seven (7) days per week, including nights, weekends, and holidays.
- ★ Ability to adhere to a professional appearance.
- ★ Previous experience in theaters, food handling, customer service, and cash handling is desired.
- ★ Ability to read and interpret documents like training materials, spreadsheets, reports, and operating instructions; accurate cash handling skills.
- ★ Proven ability to consistently deliver superb customer service and results with minimal supervision.

*The above statements describe the general level of work assigned to this job. This is not an exhaustive list of all responsibilities, duties, or skills required of staff. Management reserves the right to assign or reassign duties and responsibilities at any time.*