

## ***Red River Theatres***

Located in the heart of downtown Concord, Red River Theatres (RRT) is an independent, nonprofit art house cinema with the mission “to present film and discussion of film as a way to entertain, broaden horizons and deepen appreciation of life for audiences of all ages.” To that end, Red River offers a diverse array of programming from first-run independent films, cult favorites, foreign films, and classics, to sing alongs, local and regional film projects, festivals, and more. We partner with local organizations, creating space and opportunities for discussion of meaningful issues, using film as a tool for bringing people together, sharing stories, and expanding perspectives.

Much like its namesake, Red River started as a dream, an epic, against-all-odds endeavor, driven by a group of community members who saw the unique and wonderful possibilities of our downtown movie house. Their tireless dedication and support, along with the continued efforts of so many individuals within our community, has made us into what we are today: We are a community space, built and sustained by those who share our passion and commitment to bringing the RRT mission and vision to life.

### **Red River Theatres Floor Manager**

The Floor Manager is responsible for all aspects of the day-to-day operations of the theater to meet guest needs and achieve revenue targets. This position reports directly to the Theater Manager.

#### ***Key Responsibilities include:***

##### **Theater Management:**

- Ensuring an excellent guest experience, including ticket and concession purchases, theater and restroom cleanliness, and effective and positive resolution of customer issues.
- Recruiting, training, onboarding and supervising staff and volunteers. Plan and lead training sessions; maintain a team atmosphere at the theater
- Manage floor staff and address and document any performance issues. Take corrective action, commend good performance
- Be the lead on the POS system for tickets and concessions
- Manage projector and sound system troubleshooting and routine maintenance
- Responsible for financial oversight of the theater operations including managing of tills, cash receipts and resolving financial discrepancies

##### **Events and Rentals Management:**

- Manage and/or support internal events and rentals during assigned shifts

##### **Concession Management:**

- Overseeing concession operations and inventory
- Ensuring that all local and state requirements are being met including posting of licenses and liquor policies.
- Follow and maintain health and safety guidelines

- Ensuring that all projection, AV and Box office equipment is clean and in good working order.

**Development:**

- Support and assist the development team with communications and marketing, year-round and during campaigns both internally and externally
- Provide friendly, donor-/member-centered customer service in person, via e-mail and phone.
- Maintain strict client and donor confidentiality.

**Qualifications/Skills:**

- Proficiency in Microsoft Office applications
- Experience and/or comfort with working AV and audio equipment
- Excellent verbal and written communication and interpersonal skills that provide the ability to interact with all levels of the organization.
- Strong attention to detail and ability to take the lead on initiatives and meet deadlines without direction. Must be organized and accurate.
- Able to work effectively with individuals across diverse backgrounds, perspectives, and lived experiences.
- Experience and comfort working in a small, fast-paced environment is a plus.
- Availability to work weekends, evening and holidays

Job Type: Part-time, 10-20hrs/week

Rate: \$18.91/hr

**To Apply:** Please submit a cover letter and resume to [info@redrivertheatres.org](mailto:info@redrivertheatres.org) with the subject line: Floor Manager. Applications will be evaluated on a rolling basis; the ideal candidate can start immediately.