

Shaker Square Cinemas is seeking a mature, responsible individual with 1-2 years of retail or movie theater management experience for an Hourly Assistant Manager position. This candidate must be professional, personable, possess great customer service skills and have had experience in a high volume or fast-paced environment. He or she must excel at problem solving, be highly organized, computer proficient and communicate effectively. We are looking for this individual to be self-motivated, disciplined and have 1-2 years of experience in either movie theater management or retail management.

Hourly Assistant Manager (Parttime and Fulltime):

Reports to General Manager

Summary:

An Hourly Assistant Manager of a Cleveland Cinemas theater has the responsibility of managing all aspects of the day-to-day operation of the theater. An Hourly Assistant Manager serves as a support manager to the General Manager.

Primary Responsibilities:

- Maintain high standards of customer service in the management of the theater and theater personnel, including floor staff, and supervisors.
- Supervise and discipline all floor staff and supervisors.
- Assist with management of the booth and general booth maintenance;
- Assist with enforcement of all human resource policies and procedures;
- Assist with enforcement of all theater operation policies and procedures, including theater costs and expenditures;
- Assist with enforcement of all concession operation policies and procedures;
- Assist with enforcement of all facilities and maintenance policies and procedures;
- Assist with the implementation of all new policies, procedures, special programs, and marketing directives;
- Communicate in a timely manner all problems, questions, and concerns to the House or General Manager;
- Participate in the effective use of job checklists by all theater personnel;
- Actively participating in the use of a management communication log to promote an atmosphere of effective and timely communication of all theater issues.
- Work with the General Manager or House Manager to resolve issues that arise in relation to the theater operations.
- Assist with special events/screenings or any trade or press screenings.
- Standard management schedule is 20 - 25 hours per week, including weekends, evenings, and holidays.