

TOWN OF PITTSFIELD

Theatre Position

Hiring for a part-time Management Team member who will provide quality customer service. Get in on the ground floor to help revitalize the Pittsfield Community Theatre. This is a part-time 25 hour a week non-exempt position at \$14.00 - \$16.40/hour based upon qualifications and duties. Applicants need to be able to work well in a fast-paced environment, have excellent communication skills, and be able to work as part of a team as well as have the ability to work alone.

Employment package including job description available upon request. Applications will be accepted until the position is filled, attention to: Deputy Treasurer, Town of Pittsfield, 112 Somerset Avenue, Pittsfield, ME 04967 (487-3136) *EOE*.

**TOWN OF PITTSFIELD
JOB DESCRIPTION**

Title: Theatre Co-Manager	Budget Number: 01-60
Department: Pittsfield Community Theatre	Position: None, Additional Discipline
Adopted: 05/28/2019	Level: Department Head

NATURE OF WORK

The Theatre Co-Manager is appointed by and accountable to the Town Manager. The Theatre Co-manager will be accountable for the operations of the Theatre and will be reviewed during meetings with the Town Manager.

EXAMPLES OF DUTIES

1. This position will be responsible for managing the day to day operations of the Theatre including but not limited to:
 - Makes sure machines are running correctly in concessions
 - Calls to have roof cleaned of snow
2. Create Annual Budget
3. Maintain weekly and monthly profit and loss documents, receipts, bookkeeping, etc.
4. Coordinate special/live events:
 - Negotiate with live performers (bands, comedians, entertainers, etc.) to implement a consistent schedule of events
 - Maintain correct legal documentation such as a contract and general liability insurance for each event
 - Market events in coordination with the performer
5. Maintain a working relationship with film companies to book the movies:
 - Create a calendar of upcoming movies
 - Order and receive delivery of movies
6. Order supplies (concessions, cleaning, etc.)
7. Review time cards for paid employees
8. Create and maintain a procedure manual for day to day operations
9. Volunteer coordinator (recruit, train, and maintain a schedule of volunteers to run box office and concessions during events and movies)
10. Maintain the website and social media pages
11. Screen/ingest the movies when they come in
12. Run the projector during movies
13. Maintain and enforce a cleaning schedule for the theatre
14. Other duties as assigned or required.

REQUIREMENTS OF WORK

Ability to:

- 1. Excellent communication skills for dealing with the public, staff and other related companies**
- 2. Strong organizational abilities**
- 3. Business acumen for making sure the theater is profitable**
- 4. Leadership abilities to manage and motivate staff**
- 5. Teamwork skills and the ability to work alone**
- 6. Attention to detail to make sure all aspects of the theater run smoothly**
- 7. Flexibility and the ability to juggle competing priorities**
- 8. Creative problem-solving skills to deal with issues that may relate to HR, finance or something to do with the production**
- 9. Ability to work well under pressure in a fast-paced environment**

DESIRABLE EXPERIENCE AND TRAINING

- At least 2 years experience as a manager in a performing arts/theater/film venue setting preferred**

EDUCATION

- Degree preferred: Business management, arts management, accounting**

SAMPLE THEATER MANAGER JOB DESCRIPTION

THEATER MANAGER TASKS:

- **Manage the day to day operations of the theater including but not limited to:**
 - **Makes sure machines are running correctly in concessions**
 - **Calls to have the roof cleaned of snow**
 - **Create the annual budget**
 - **Maintain weekly and monthly profit and loss documents, receipts, bookkeeping, etc.**
 - **Coordinate special/live events**
 - **Negotiate with live performers (bands, comedians, entertainers, etc) to implement a consistent schedule of live events**
 - **Maintain correct legal documentation such as a contract and general liability insurance for each event**
 - **Market the events in coordination with the performer**
 - **Maintain a working relationship with film companies to book the movies**
 - **Create a calendar of upcoming movies**
 - **Order and receive delivery of the movies**
 - **Order supplies (concessions, cleaning, etc.)**
 - **Review time cards for paid employees**
 - **Create and maintain a procedure manual for day to day operations**
-

THEATER MANAGER SKILLS:

- **Excellent communication skills for dealing with the public, staff and other related companies**
- **Strong organizational abilities**
- **Business acumen for making sure the theater is profitable**
- **Leadership abilities to manage and motivate staff**
- **Teamwork skills and the ability to work alone**
- **Attention to detail to make sure all aspects of the theater run smoothly**
- **Flexibility and the ability to juggle competing priorities**
- **Creative problem-solving skills to deal with issues that may relate to HR, finance or something to do with the production**
- **Ability to work well under pressure in a fast-paced environment**

THEATER MANAGER QUALIFICATIONS:

- **At least 2 years experience as a manager in a performing arts/theater/film venue setting preferred**
- **Degree preferred: Business management, arts management, accounting**

Theater Manager reports to the Town Manager.

Theater Manager Position is a 25 hour per week, non-exempt position.

SAMPLE ASSISTANT THEATER MANAGER JOB DESCRIPTION

ASSISTANT THEATER MANAGER TASKS:

- Volunteer coordinator (recruit, train, and maintain a schedule of volunteers to run box office and concessions during events and movies)
- Able to perform the theatre manager duties while the manager is out
- Assist manager in events coordination
 - Brings ideas for new events
 - Helps with marketing
- Maintain the website and social media pages
- Screen/ingest the movies when they come in
- Run the projector during movies
- Maintain and enforce a cleaning schedule for the theatre

ASSISTANT THEATER MANAGER SKILLS:

- Teamwork skills and the ability to work alone
- Attention to detail to make sure all aspects of the theater run smoothly
- Flexibility and the ability to juggle competing priorities
- ~~Greative problem-solving skills to deal with issues that may relate to HR, finance or something to do with the production~~
- Ability to work well under pressure in a fast-paced environment

ASSISTANT THEATER MANAGER QUALIFICATIONS:

- Experience in a performing arts/theater/film venue setting preferred

Assistant Theater Manager reports to the Theater Manager.

Assistant Theater Manager Position is a 25 hour per week, non-exempt position.

Application For Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For:			Date of Application:		
How Did You Learn About Us?					
<input type="checkbox"/> Advertisement		<input type="checkbox"/> Friend		<input type="checkbox"/> Walk In	
<input type="checkbox"/> Employment Agency		<input type="checkbox"/> Relative		<input type="checkbox"/> Other:	
Last Name		First Name		Middle Name	
Address	Number	Street	City	State	ZIP Code
Telephone Number(s)				Social Security Number	

If you are under 18 years of age, can you provide the required proof of your eligibility to work?

Yes No

Have you ever filed an application with us before?

Yes No

Have you ever been employed with us before?

If Yes, give date _____

Yes No

Are you currently employed?

If Yes, give date _____

Yes No

May we contact your present employer?

Yes No

Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status?

Proof of citizenship or immigration status will be required upon employment.

Yes No

On what date would you be available for work? _____

Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall?

Yes No

Can you travel if a job requires it?

Yes No

Have you been convicted of a felony within the last 7 years?

Conviction will not necessarily disqualify an applicant from employment.

Yes No

If Yes, please explain: _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education

	Name and Address of School	Course of Study	Years Completed	Diploma/Degree
Elementary School				
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

Indicate any foreign language(s) you can speak, read and/or write.

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training, received in the United States Military.

Employment Experience

Start with your present or last job. Include and job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

Additional Information

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Specialized Skills

Check Skills/Equipment Operated

_____ CRT	_____ FAX	Production/Mobile Machinery (List):	Other (List)
_____ PC	_____ Excel	_____	_____
_____ Calculator	_____ PBX System	_____	_____
_____ Typewriter	_____ Microsoft Word	_____	_____
		_____	_____

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities in such a job or occupation is attached.

_____ Yes _____ No

References

1.	_____ (Name) _____ (Phone Number)
	_____ (Address)
2.	_____ (Name) _____ (Phone Number)
	_____ (Address)
3.	_____ (Name) _____ (Phone Number)
	_____ (Address)
4.	_____ (Name) _____ (Phone Number)
	_____ (Address)

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at anytime and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledge in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

Employed Yes No Interviewer _____ Date _____
Date of Employment _____

Job Title _____ Hourly Rate/
Salary _____ Department _____

By _____
NAME AND TITLE DATE

NOTES _____

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open Yes No

Position Applied For: _____

DATE

NOTES: