



## JOB DESCRIPTION

Title: **ASSISTANT THEATER MANAGER**  
Department: Parks and Recreation  
Class Code: 6879  
FLSA Status: Non-Exempt  
Effective Date: April 16, 2025

### GENERAL PURPOSE

Under the supervision of the Theater Operations Manager, assists in the operation of the Murray Theater and provides excellent guest services.

### ESSENTIAL DUTIES

- Provides coverage and assists in various guest service areas including concessions, box office, and general theater operations.
- Maintains a clean, safe, and sanitary environment for both guests and staff, ensuring all health and safety protocols are met.
- Assists in scheduling front of house staff, to include box office, concessions, ushers, and volunteers; provides necessary training to staff.
- Assists with volunteer recruitment, retention, and training programs.
- Monitors and coordinates building and equipment maintenance; reports issues to Theater Operations Manager.
- Maintains inventory including concessions, maintenance supplies, office supplies, etc.
- Provides support and direction to theater technical staff.
- Addresses on-site guest concerns, questions, and problems and ensures an excellent guest experience at the theater.
- Creates and sends front of house reports to Theater Manager after each performance; assists with general clerical duties, including cash management, as needed.
- Performs other related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Education and Experience

- High school graduation and two (2) or more years of related experience, to include one (1) year of supervisory experience.

### Special Requirements

- Must obtain Food Handler's Permit, First Aid, and CPR certification within three (3) months of hire.
- Must be able to work a flexible schedule to include daytime, evening, weekend, and holiday shifts.

### Necessary Knowledge, Skills and Abilities

Knowledge of:

- Theater functions and operations, including projection, concessions, and facilities operations.
- Industry work area safety policies and procedures; emergency management and procedures.
- Marketing, social media, accounting, and public relations practices and procedures.
- Effective analytical, communication, leadership, planning, and problem-solving skills.

Ability to:

- Read and interpret documents such as training materials, spreadsheets, reports, and operating instructions; prepare reports; implement training programs.
- Handle and manage cash accurately.
- Work and communicate effectively with supervisors, employees, clients, and guests.
- Maintain composure during stressful situations.

### **TOOLS & EQUIPMENT USED**

- Personal computer, including word processing software; phone; copy machine; cash registers.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is required to climb stairs to storage and tech areas above lobby; occasionally balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus to both print and electronic text.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.
- The noise level in the work environment is usually quiet while in the office, or moderately noisy when in the field.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_