

JOB DESCRIPTION
THEATRE SUPERVISOR
SUPPORT AND ADMINISTRATIVE SERVICES - CINECENTA
UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

FUNCTIONS:

1. Supervises all aspects of the cinema's screening including: staff, door and theatre control, cash control, sound and picture checks, and the Munchie bar. Attends to patrons' questions and concerns. Is responsible for dealing with any emergencies that arise.

ORGANIZATIONAL RELATIONSHIPS:

1. Is responsible to the Support and Administrative Services Division Manager through the Cinecenta Manager.
2. Reports to the Cinecenta Manager

DUTIES:

1. Responsible for starting the film at the scheduled hours and ensuring all staff
2. work towards that end.
3. Supervises staff and ensures that punctuality, work performance, and a high level
4. of customer service are maintained.
5. Unlocks the theatre and ensures all is in order for the screening.
6. Is responsible for the safety of all cash, advance passes, and membership cards.
7. Checks deposit amounts and makes deposits in the safe, ensuring all drops are
8. witnessed.
9. Responds to patrons' questions and explains cinema, division, and society
10. policies.
11. Is responsible for making a sound and picture check with the projectionist for
12. each screening to ensure sound level, focusing, framing, and shutter adjustment
13. are correct.
14. Is responsible for crowd control both inside and outside the theatre.
15. Assists other staff members with their tasks to ensure the efficient operation of all
16. areas.
17. Relieves concession staff for their breaks.
18. Locks the theatre at the end of the shift.
19. Communicates with the Manager about any problems or other noteworthy points.
20. In the event of an emergency, makes appropriate contacts with authorities and
21. with management, and takes charge until other authorities arrive.
22. Attends regularly scheduled Supervisor meetings.
23. Responsible for notifying Management of any reasonable breaches to policies and/or
- procedures in the workplace..
24. Other related duties as assigned by the Cinecenta Manager.

QUALIFICATIONS:

1. Must be an active member in good standing of the University of Victoria Students' Society.
2. Minimum of one year's supervisor experience is required.
3. Minimum of one year's experience in a cinema is required
4. Proven experience with staff supervision is required.
5. Proven experience in decision making and giving direction.
6. Must be punctual and reliable.
7. Proven ability to deal with difficult people.
8. Experience handling large volumes of cash.
9. Must be dedicated to a high level of customer service.
10. Ability to be flexible under stress and to deal with difficult people.
11. Ability to work independently, with little supervision, and as part of a team.
12. Food Safe Certificate an asset.

This is a student, part-time, hourly waged, union position.