

# THE LIBERTY THEATER

## Liberty Theater Manager Job Description - including Terms of Employment REVISION 1/31/24

**Position Title:** Theater Manager

**Purpose of Position:** to manage the Liberty Theater's business operations and to carry out programs, policies and procedures that fulfill our mission to provide movies, live shows, and other events to residents of Columbia County and the Touchet Valley Arts Council (TVAC) service area.

The Manager is the face of the theater, who interacts with the public, and with other organizations and businesses.

**Reports to:** The Manager works under the direction and supervision of the TVAC Board President. The Manager will also accept direction from the Treasurer for procedures related to money, finances or payroll, although the Treasurer is otherwise not the Manager's Supervisor.

**Work Time and Schedule:** The Manager is expected to be present and working during scheduled box office hours and when the theater is open for movies, plays, and other events, or arrange for other appropriate coverage. This requires much evening and weekend availability.

- Box Office Hours are Tuesdays and Fridays from 2 pm to 5 pm.
- Films and live events are commonly shown Tuesday, Friday and Saturday evenings, and Saturday and Sunday afternoons; and sometimes at other times or days.
- The theater is usually closed on Mondays, and on Thanksgiving Day, Christmas Day and New Year's Day, but may be open on other non-Monday holidays.
- The Manager's work schedule will otherwise be flexible and will be decided at the Manager's discretion.
- The Manager is responsible to arrange appropriate coverage for box office hours and for events when the Manager is off. This coverage may include the Assistant Manager or a sufficiently trained Theater Assistant or volunteer.
- The Manager may be scheduled off one full weekend per month, occasionally more often if requested from and approved by the supervisor.
- Communication is important, and this is a management position, so the Manager will be expected to respond to theater business phonecalls, text messages, email, post office box and theater's message machine in a timely manner, at least on days the manager is working. Necessary worked time, including phone and other communications, should be reported on the payroll timesheet, even if worked off-site.

**Pay and Benefits:** Hourly wage, typically starting \$20.00-26.00, commensurate with experience and abilities. The starting hourly wage will be specified in the Employment Agreement. Payroll will be paid monthly, usually within 4 days after the end of each calendar month.

- This position is 0.75 FTE (average 30 hours/week). The position might be adjusted between 0.5 and 1.0 FTE by mutual agreement between TVAC and the Manager to accommodate preferences, and the division of duties with other employees.
- FLSA Status: Hourly, At-Will, Non-Exempt Employee
- The Manager will be paid for all the hours worked and properly reported on the timesheet, not strictly limited to 30/week. Time-and-a-half will be paid for hours that exceed 40 within one TVAC work-week. The TVAC employment work week starts at 00:01 Friday morning and runs from Friday through Thursday; this is the time frame for counting weekly hours for overtime.

- Paid Sick Leave is provided per state law, and is paid directly by the employer with no employee payroll deduction, and may be used according to TVAC personnel procedure and Washington State rules.
- PFML (Paid Family Medical Leave) may be taken and paid under the Washington State rules for that program. PFML has a payroll deduction and is managed and paid through the Employment Security Department.
- Long Term Care (LTC) insurance, a mandatory payroll deduction for WA CARES, is managed and paid through the Employment Security Department.
- Paid vacation/PTO (Paid Time Off): There will be PTO credit given by TVAC for two weeks paid vacation (for 0.75 FTE this is 60 hours total) per year, starting with 30 hours after 6 months of initial employment as Manager. Thereafter additional PTO will be credited at 5 hr/month (0.75 FTE). TVAC encourages the Manager to take personal and vacation time. No more than 90 hours PTO credit can be carried at any time; there will be no further accrual of PTO hours unless the balance is below 90.
- PTO (6 hours/day for 0.75 FTE) may be used for any full day taken off for personal reasons or vacation. Shorter PTO absences may also be shown on the hourly timesheet.
- PTO may also be used for illness or medical reasons, in increments of 1 hour, and noted on the timesheet.
- PTO cannot be cashed out at any time, or used at the end of employment.

**The Employee Handbook and the Personnel Policy** are hereby included, for more details and procedures about many matters, including the timesheet; using Paid Sick Leave, Paid Family Medical Leave, WA CARES, and also some operating procedures.

**Travel and expenses:** Travel for employment purposes will be reimbursed at the current government rate. All paid travel should be pre-approved by the Supervisor. A volunteer should be used when possible for travel, for example delivering or picking up in Walla Walla. Necessary business-related expenses will be reimbursed but are subject to prior approval. Reimbursement will be made after sufficient documentation is submitted to the Treasurer. TVAC will pay for training time and reimburse the fees for obtaining and maintaining Food Handler Card, and MAST alcohol serving license.

**Physical Capacities required for the position:**

- Ability to stand, stoop, reach and bend; and to grasp and manipulate objects
- Ability to climb stairs repeatedly
- Ability to lift and carry objects up to 20 lbs. frequently and 60 lbs. occasionally
- Adequate (corrected) vision and hearing and fine motor control, for job tasks
- Personal health and safety to work alone for hours much of the time

**Desired Qualifications:**

- Experience operating or managing a small business.
- Ability to establish and maintain effective working relationships with individuals, vendors, customers, and community partners
- Familiarity with business laws and employment laws and practices
- Familiarity with bookkeeping and finance concepts, and with budgeting
- Familiarity with and active interest in movies, cinema, and live productions
- Strong written & oral communication skills; organizational and problem-solving skills
- Ability to read and write English fluently
- Good customer service & supervisory skills
- Reliability to always show up on time for scheduled work or make arrangements per policy
- Ability to manage time effectively to complete tasks; to work well independently, and cooperatively in team settings; and to delegate tasks when appropriate.

- Skills working with computers and productivity applications (such as Office Suite, web design, desktop publishing, online ticketing, point of sale software), and social media, and willingness to learn more in this area. TVAC will provide training for our procedures.
- Understanding of and ability to exercise discretion and judgment
- Food handler card, and MAST alcohol serving license
- Ability and interest in innovation, in learning new information, skills and procedures
- A clear background check with Washington State Patrol is required. If the background includes prior records, the TVAC Executive Committee may determine if an exception may be made.

**Duties and Responsibilities (including but not limited to):**

**(60%) Programs (Movies; Productions; and Liberty Presentations)**

- Manage electronic and print communications, marketing, and ticketing, including writing movie reviews and other advertising notices for local newspapers. Parts of this may be delegated.
- Maintain the online ticketing service, including shows, performances, reservations, etc. which is currently done through Arts People. Parts of this may be delegated.
- Maintain the Liberty Theater web site and update it weekly as needed for a variety of messages, announcements, Events Calendar, and other features. Currently this a Weebly website hosted by Pair.com. Parts of this may be delegated.
- Keep The Liberty Theater Facebook current at least weekly. This may be delegated.
- Arrange booking of films through Clark Film Buying. Coordinate with Film Committee to select and schedule films.
- Prepare and show films. This includes picking up and later returning studio hard drives; downloading and installing digital keys for each movie; “building” shows in the projector system; and operating the projector and sound system per procedure.
- Manage the concessions operation similar to a retail business. Manage inventory and strive for cost-efficiency. Coordinate with the Treasurer to maintain reports of sales, and reconcile credit card sales with credit card deposits.
- Maintain the setup and procedures for our Point of Sale system and lobby credit card sales system. Currently this is done using iPads and Square.
- The Manager will usually personally staff the ticket desk for a movie on their work shift; and assist with concessions if needed; but adequate staff (usually volunteers) should be scheduled for concessions.
- Maintain the system of movie passes and gift certificates, with printed ticket stock as needed.
- Maintain a schedule for theater facilities. Work with live production directors, and with the Productions, Film, Special Events and other committees to schedule theater activities.
- Basic setup of existing lighting and audio equipment for events. Extensive setup or support should be delegated to qualified volunteers and coordinated with the committee putting on the play or event.
- Supervise and coordinate the preparation of newspaper advertisements, playbills, posters etc., except that time-consuming graphics art and layout work should usually be delegated. Graphic arts, posters, illustrations, playbill art, etc. requiring more than about 15-30 minutes of work time generally should be delegated to a volunteer.
- Coordinate and schedule our annual summer children’s programs “SCEP” (Summer Cultural Enhancement Program), including children’s movies, events, and Missoula Children’s Theatre.
- Coordinate with our advertising sponsors to keep the Onscreen Ads ad reel up to date, and show the ad reel before each movie per procedure. The creation of Onscreen Ads and ad reels may be delegated to another staff member or a trained volunteer.
- Arrange for adequate staffing and volunteers for films, shows and events.
- Ensure that required box office reports are emailed after every show and the weekly totals entered per current procedure as required by the studios. Currently the weekly reports are on Swift ComScore.

- Ensure that movie studios and other movie related expenses are paid timely, in coordination with Treasurer.
- Announce programs and introduce films and events when on duty.
- Manager should obtain and maintain a current Food Handler Card, and MAST alcohol serving license, to supervise and sometimes provide these functions at an event.

### **(35%) General Operations and Administration**

- Manage day to day theater and annex operations ensuring they are functioning effectively
- Order and maintain adequate supplies; coordinate invoices, bills and payments. Be aware of relevant budget lines.
- Ensure theater is safe and secure. In addition to physical security, this includes electronic security such as good password practices. Be aware of all building safety protocols, including emergency call numbers, operation of on-site first aid equipment and emergency evacuation procedures
- Ensure theater is clean. Cleanup after each show is usually done by volunteers. A more thorough cleanup is done weekly. This may be delegated to another trained staff person. The Manager may be required to personally clean and disinfect the theater and restrooms, and clean concessions equipment, as well as do any other duties of all other theater staff (e.g. when other staff are busy or not available).
- Operate and maintain all facilities and equipment, and/or train and supervise others to help accomplish this
- Perform minor maintenance and repairs when able and arrange for larger maintenance and repair when needed. Per Policy, some of this will be done by contacting and coordinating with the Facilities Committee.
- Carry out established policies and procedures, and contribute to updating them when necessary.
- Work with the Treasurer and others to maintain up-to-date program and financial records; prepare deposits and pay bills, etc.
- Ensure cash drawers and weekly receipts are accurate. Reconcile daily cash drawers and weekly receipts.
- Manage documents and filing systems efficiently, and comply with TVAC Document Retention policy.
- Hire, train and supervise staff & volunteers, and ensure compliance with laws and TVAC Policies.
- Pick up and manage US mail at least twice a week.
- Manage theater email, and the telephone answering machine, at least 3 days a week.
- Establish community outreach.
- Attend and participate in meetings of the Board, and other committees as assigned.
- Other duties as assigned by the Executive Committee or the Supervisor (President).

### **(5%) Fundraising and Development**

- Work with Fundraising and Grants committees to develop proposals, and to prepare grant closeout reports.
- Help the TVAC Board develop and carry out the annual fundraising appeal.

### **Not included in duties of Manager position:**

These tasks are not part of the paid Manager's duties. They may be necessary for theater operations or productions, but should be done by volunteers. The Manager may need to help recruit and coordinate such persons, often assisted by the appropriate committee or board members.

The Manager generally should remain available to operate the theater and staff the lobby for live events, which creates a direct time conflict with having a role in shows.

The Manager may choose to be involved with some of the following tasks as a volunteer, generally outside of Manager's required hours, and provided it does not interfere with Manager's duties, and the Supervisor specifically agrees with this, and is clearly understood that these are volunteer work that **is not part of the Manager's job description**, and not on the Manager's paid timesheet.

- Playing music for live events.
- Performing in acting roles in a play or live event.
- Taking a Director role, or other major support role, in a play or live event.
- Extensive involvement with lighting, audio, or other technical aspects during a production or event.

**Evaluations:** The first evaluation occurs at about 90 days. After the first 90 day evaluation, evaluations will be given by the Executive Committee at about six (6) months, one year, and annually thereafter.

Evaluations will be based on:

- Treating all patrons, volunteers, and employees, and anyone doing business with the theater, positively and cooperatively, with respect and without discrimination
- Being the face of the theater to audiences, other organizations and businesses
- The performance of the theater duties such as advertising, ordering, scheduling, training and supervision, operations, minor maintenance and housekeeping
- Overseeing TVAC compliance with licensing, employment and safety regulations, and other laws
- Handling and documenting money accurately, and reporting revenues and expenditures to the Treasurer, following Finance Policy and procedures
- Arranging for or asking for help as needed for all the above
- Cost-effectiveness and awareness of the budget for expenses within Manager's control
- Punctuality, timeliness, and work schedule reliability
- Availability and responsiveness to theater business communications, including phone, text and email.
- Professional appearance and presentation
- Compliance with and implementation of the Job Description and TVAC policies

I have read this document, and agree to its terms if I am hired.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_