Theater Assistant

Job Description - including Terms of Employment

Position Title: Theater Assistant, non-exempt (FLSA)

Purpose of Position: To work closely with the Liberty Theater Manager and Assistant Manager to provide outstanding customer service to Liberty Theater patrons and the community.

- The Theater Assistant will be in charge of the theater during some events.
- This position exists to provide manager functions when neither the Manager or Assistant Manager are present.
- The Theater Assistant helps with operation and cleaning of the theater, and supervising volunteers when scheduled to be in charge.

Supervision: Individuals in this position work under the direction and supervision of the Liberty Theater Manager and Assistant Manager.

Work Time and Schedule: Flexible schedule which requires much weekend and evening availability.

- The Theater Assistant will help operate the theater when scheduled. This will often be to help on weekends when the Manager and Assistant Manager are off.
- 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.

Pay and Benefits: Hourly $19.00+, commensurate with experience and abilities. The starting hourly wage will be specified in the Employment Agreement. Payroll will be paid monthly, within 4 days after the end of each calendar month.

- This position is 0.1 FTE; 6-20 hours per month, typically on one or two weekend days per month, filling in for Manager and Assistant Manager.
- FLSA Status: Hourly, At-Will, Non-Exempt Employee
- The Theater Assistant will be paid for all the hours worked and properly reported on the timesheet, not limited to 20/month. 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 (PSL) 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 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.
- TVAC will pay for training time and reimburse the fees for obtaining and maintaining Food Handler Card, and MAST alcohol serving license.

The Employee Handbook includes the Personnel Policy and more details and procedures about many matters, including the timesheet; using Paid Sick Leave, Paid Family Medical Leave. Job details and operating procedures will be provided separately. This is an at-will employment position.

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. occasionally, and 60 lbs. rarely
- Adequate (corrected) vision and hearing and fine motor control, for job tasks
- Personal health and safety to work alone for hours some of the time

Desired Qualifications:

- Ability to read and write English fluently
- Ability to communicate clearly and professionally with the supervisor and the public
- Ability to manage time effectively to complete tasks; to work well independently, and cooperatively in team settings; and to delegate tasks when necessary
- Skills working with computers and productivity applications (such as Excel, online ticketing, point of sale software). TVAC will provide training for our procedures
- Proven customer service skills
- Ability to establish and maintain effective working relationships with other employees, volunteers, customers, vendors, and community partners
- Food Handler Card, and MAST alcohol serving license
- Understanding of, and ability to exercise, discretion and judgment
- Support the mission and goals of The Liberty Theater
- Ability to be flexible and adaptable, to learn new procedures as needed
- Ability to understand and apply directions quickly

Job Responsibilities:

<u>(70%) Theater Operations – for example:</u>

- Open and close the theater when in charge for a film or event.
- Announce programs and introduce films when in charge for a film or event.
- Prepare concession stand for films and live events; clean and close it afterward
- Direct and work with all volunteers signed up to help with movies or events
- Supervise volunteers to clean up and sweep up.
- Check bathrooms and clean as necessary after every show, more often as needed. (volunteers are not usually tasked to clean bathrooms).

- Sell tickets and supervise concessions. Theater Assistant may assist with concessions when needed, but usually sufficient volunteers should have been scheduled to operate concessions and clean up afterward.
- Start and finish films on digital projector
- Handle cash prior to, during and after events according to current TVAC practices
- Prepare, complete and notate as necessary all digital cash sheets, film spreadsheets, and Box Office Reports for that work day per current procedure. Make a note concerning any discrepancies or unusual occurrences.
- Update theater communications (marquee, posters, etc., when necessary)
- Submit email box office report "flash" daily after each movie
- Be aware of all building safety protocols, including emergency call numbers, operation of on-site first aid equipment and emergency evacuation procedures

(25%) Theater Maintenance – for example:

- Supervise and assist volunteers to keep lobby, and auditorium clean, on a regular basis and as needed
- Theater Assistant should not attempt to control or supervise volunteers more than necessary to accomplish that day's tasks. Any larger matters should be reported to the Manager or Assistant Manager. Establishing or revising procedures should be done by the Manager.
- Perform routine maintenance on concessions equipment as needed
- Cleaning duties as assigned or necessary to meet the cleaning standards of the theater

(5%) Other

- Other duties as assigned by Liberty Theater Manager or Assistant Manager

Not included in duties of Theater Assistant position:

These tasks are not part of the paid Theater Assistant's duties. They may be necessary for theater operations, but should be done by volunteers. The Theater Assistant may need to help contact and coordinate such persons, and when necessary may call a board member for help.

The Theater Assistant may choose to be involved with some of these tasks as a volunteer, when not scheduled to work as Theater Assistant, and provided it does not interfere with Theater Assistant's duties, and is clearly understood that these are volunteer work that **is not part of the Theater Assistant's job description**, and not on the paid timesheet:

- Performing the regular duties that can be delegated to a theater lobby volunteer, such as staffing the concessions counter, and sweeping up popcorn or litter in the theater after a show.
- Participating, acting, directing, or serving as cast, crew, or technical support for plays or events.

Evaluations: The first evaluations occur at about 30 days and 90 days. After the first 90 day evaluation, evaluations will be given by the Manager 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.
- The performance of assigned duties.
- 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.
- Punctuality, timeliness, and work schedule reliability
- 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: _____