



## **Part Time Assistant Manager** **– Savoy Theatre**

### **Who We Are:**

The Savoy Theatre is a locally owned, independent movie theatre whose operations are overseen by the CMHA - Port Alberni Branch, with a focus on providing an amazing movie-going experience catered to the community.

**The Role:** We are looking for someone who will be a leader in the building, looking to help grow the business of the theatre, and enjoy bringing new movie-going experiences to the community.

This position will require you to be flexible, as you will need to learn all aspects of the business and work in a variety of different areas including concessions.

This position has the potential to turn into a full-time position.

**Hours:** 20 – 32 per week

**Wage:** \$19.35 per hour (\$1.50 above minimum)

**Reports To:** General Manager and Operations Manager

### **Responsibilities:**

- Manage daily operations of the theatre which includes learning how to operate concessions, projection, and administrative tasks.
- Assist with on-going training of staff and provide feedback, as well as being able to provide coaching or correction as needed.
- Ongoing communication with the management team and working with the management team to enhance the movie-going experience.
- Keeping up to date on the industry and theatre-related information to ensure current and up to date operations of the theatre.
- Assisting with the guest experience and being able to find opportunities to help enhance the guest experience and respond appropriately to any concerns that a guest may have.

- Greeting and engage guests to help them feel special to help create a memorable experience for the guests.
- Making yourself visible and accessible to both guests and staff when on shift.

**Requirements:**

- Work in a fast-paced environment, so time management skills are important.
- Being adaptable to the situations around you, willing to embrace new challenges or roles and the ability to multitask are keys to success at the Savoy.
- Be committed to providing excellent guest experience for all who walk through our doors.
- Being a responsible team player.
- Ability to lift up to 55lbs is considered an asset.
- Prior management experience is considered an asset
- Having a flexible and open schedule.

If this job interests you, please email a copy of your resume and cover letter alongside a list of your availability to [savoy@savoytheatrepa.ca](mailto:savoy@savoytheatrepa.ca) or bring a copy of your resume and cover letter alongside a list of your availability into the theatre at 4717 Argyle Street, Port Alberni, BC, during operating hours.

\*Please note, only successful applicants will be contacted.