

## **Part-time Theater Staff**

City Lights Cinemas is currently looking for a part-time theatre staffer.

We are seeking a highly organized individual with a winning personality who has experience working in the arts to handle day-to-day front of house cinema operations. Dedication to the goals of excellent customer service and outstanding film presentation are essential. Candidates should be self-starters.

Shifts are primarily evenings and weekends. Approximately 15 - 20 hours per week.

### **Primary responsibilities include:**

- Provide prompt, efficient, exemplary customer service
- Maintain cleanliness of theater, lobby, and concessions areas at all times
- Operate concessions equipment, including lifting 40lb popcorn bags
- Operate POS system for ticket and concession sales
- Answer customer questions regarding programs and events
- Troubleshoot and multi-task in a fast-paced environment
- Meticulous care and maintenance of equipment and theater space
- Work closely with other staff to ensure professional presentation and quality work environment
- Work and communicate with vendors, deliveries, and collaborators

### **Required Qualifications:**

- A minimum of one year's experience in customer service
- Excellent communication and interpersonal skills within a team setting
- Computer literate with excellent math skills and attention to detail
- Candidates should dress well and maintain a professional appearance (no uniforms will be necessary)
- Hold or will obtain an OLCC server's permit and Lane County food handler's permit within 30 days
- Tech savvy and interested in learning new technology

### **Additional Qualifications:**

- Knowledge and appreciation of a broad range of film a plus

\*Deadline is open until filled.

Wage: \$13.50 to start

**To Apply:** Send your cover letter and resume to [hr@citylightscinemas.com](mailto:hr@citylightscinemas.com)

Incomplete applications will not be reviewed. Please do not call or drop off resumes.