



PART-TIME THEATER STAFF POSITION

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 20-25 hours per week.

PRIMARY RESPONSIBILITIES INCLUDE:

- Providing prompt, efficient, exemplary customer service
- A focus on cleanliness of theater, lobby, concession area, and grounds at all times
- Operating concessions equipment, including lifting 40lb popcorn bags and oil drums
- Operating POS system for ticket and concession sales
- Answering customer questions regarding programs and events
- Troubleshooting and multi-tasking in a fast-paced environment
- Meticulous care and maintenance of equipment and theater space
- Working closely with other staff to ensure professional presentation and a quality work environment
- Working and communicating with vendors, deliveries, and collaborators
- Promptly identifying and communicating issues to other team members

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



ADDITIONAL QUALIFICATIONS:

- Knowledge and appreciation of a broad range of film is a plus
- Tech savvy with an interest in learning new technology
- Any experience in video editing, audio engineering, and products from the Adobe Creative Suite, like Photoshop, Premiere, Audition, etc.
- Flexible schedule and availability

Wage: \$15.00 to start

**Deadline is open until filled.*

TO APPLY

Please remember that incomplete applications will not be reviewed.
Do not call or drop off resumes.

- Send your cover letter and resume to hr@citylightscinemas.com
- Visit www.citylightscinemas.com/apply
- Scan QR Code down below

