

2008 Festival Job Description

POSITION: **Theater Manager: Various Venues**

DEPARTMENT: **Theatre Operations (THR), Operations**

HIRE DATES: **March 24, 2008 – April 6, 2008 (2 weeks)**

REPORTS TO: **Head Theater Manager**

SALARY RANGE: **\$400 to \$500 a week**

WORKS WITH: **Production, Presentation, Box Office, and Press & Publicity**

Please send your resume and cover letter to jobs@AFIDALLAS.com. Please write THEATER MANAGER in the subject line.

The **THEATRE MANAGER (TM)**, at each venue, for the 2008 AFI DALLAS International Film Festival is responsible for keeping the film schedule at their screening venue running efficiently and on time throughout the course of the Festival. Managing ticket lines, priority seating, and coordinating the Q&A session after every screening is part of the responsibilities. The Theater Manager in each venue works closely with the Head Theater Manager and the staff of the screening venue to ensure a high level of customer service to all AFI DALLAS filmmakers and patrons alike.

JOB DUTIES, RESPONSIBILITIES, AND FUNCTIONS

- Oversee ticket line management outside screening venues.
- Oversee Will Call and Day of Show ticket sales.
- Ensure that screenings start on time, theatres are emptied and cleaned promptly, and guests are informed of any delays.
- Liaise and coordinate with screening venue management and staff as necessary.
- Liaise with the filmmaker(s) prior to the screening and introduce them to the representative of AFI DALLAS from the Programming team who will be introducing the film.
- Assist filmmaker(s) in seating and coordinate with the projection booth to ensure a smooth start to the screening.
- After the screening, coordinate with the projection booth for the Q&A, making sure microphones are operational and keeping time for the AFI DALLAS representative, alerting them as to when the Q&A needs to end to start the next screening on time.
- Assist with the Head Theater Manager with Centerpiece Screenings as assigned.
- Track attendance (e.g. total attendance, total ticket holders and badge holders etc.) and press log in sheets.
- Supervise volunteers distributing and collecting ballots and Festival surveys.
- Ensure jury has seats at all competition screenings.
- Arrive at venue at least one hour prior to first screening and remain until after last film is over and the theatre is emptied.
- Assist Sponsorship, Marketing and Guest Services with reserved seating.

QUALIFICATIONS

- Excellent organization and communication skills required.
- One to three years of customer service and/or event production experience required.
- Ability to maintain integrity under pressure when dealing with rush lines, sold out situations, VIP's and filmmakers required.
- Knowledge of film festival environment and international film community strongly preferred.