

Olympia Film Society - House Manager Job Application Information
Deadline: 5pm, January 30, 2018

The Olympia Film Society (OFS) House Manager is hired on an “as-needed” basis for events and concerts at the Capitol Theater. The House Manager is the person in charge of the Capitol Theater during assigned film events and concerts. Your primary duty is to provide excellent customer service while overseeing the use of the Capitol Theater. Managing involves ensuring the front of the house is operating professionally and efficiently including the management of event volunteers and auxiliary staff.

Position: House Manager

Starting: \$12.50 per hour, rate increased based on leadership and dedication

Benefits: Annual OFS Membership Card, Showcard (free movies & event guest list), discount pricing on concession and merchandise items, paid training hours

Hours: Most events are one day and take place 2-6 times per month and can last from 1 - 10 hours per event, depending on contractual needs.

Required Skills - Providing top notch customer service through your

- Ability to work independently and collaboratively, efficiently and under pressure
- Excellent communications, math, and money handling skills
- Be Detail-oriented, organized, motivated, and punctual
- Knowledge of Google Drive, Documents, and Forms
- Passion for film, music, art and community

Application Process: Submit your resume with three professional and three personal references, include a cover letter that answers the following questions:

1. Describe your experience and qualifications related to this position and how you will contribute to the success of this role.
2. Share a related successful moment or project(s) that you were responsible for executing.
3. Tell us about your experience working with volunteers and in non-profits.
4. What length of time commitment are you able to make?
5. If selected for an interview, you may be asked to bring materials with you from your previous or current related job/projects.

Do not contact the OFS office or the Capitol Theater regarding the status of your application; the staff will not have this information. You will be notified if you have been selected for an interview.

Submit materials as PDF attachments to: jobs@olympiafilmsociety.org □
Attention: House Manager - Hiring Committee

Download this application at: www.olympiafilmsociety.org/about/job-opportunities/

ABOUT THE OLYMPIA FILM SOCIETY

The Olympia Film Society was created in the early 80's showing movies from basements to shared spaces until landing permanent residence at the Capitol Theater, which has been in constant operation since 1924. In 2010 the OFS became sole owners and operators of this 762 seat - art deco movie and concert venue. The operation of the theater consists of a small staff, board of directors, 150 volunteers, and the support of more than 1800 OFS members and South Sound music lovers and cinephiles.

Throughout the year OFS offers the best award-winning, international, and independent films. OFS also hosts a variety of concerts and performance events, ranging from popular music to burlesque to internationally- acclaimed lecturers, celebrity guests, and multi-day film festivals.

OFS maintains high standards of participatory decision-making and promotes active volunteerism among our community to present the best in independent films, live music, and film festivals. OFS strives to educate and unite, enlisting the power of film, music, and art to illuminate the intricacies of diverse cultures, the natural world, and the human condition. It is furthermore our goal to maintain high standards of participatory decision-making and fiscal accountability in keeping with the cooperative nature of our association, and our status as a nonprofit cultural and educational organization.

MISSION

To present film, music, art, by honoring the past and the present, the independent and the experimental in an environment that encourages dialogue, volunteerism, and preservation of the Capitol Theater.

VISION

Expanding generations of minds one inspiring show at a time

VALUES

Preservation Before Renovation	Volunteerism	Collaboration with Cooperation
Community Involvement	Integrity	Quality Programming
Fun Atmosphere	Professionalism	Exceptional Customer Service

Olympia Film Society
Job Description – House Manager

Position Summary: The House Manager is the person in charge of the Capitol Theater during assigned film events and concerts. Your primary duty is to act as onsite contact and representative day of show. Managing involves ensuring the front of the house is operating professionally and efficiently including the management of event volunteers and auxiliary staff.

This position reports to the Executive Director and works directly with the Program Director and Volunteer Coordinator.

DUTIES AND RESPONSIBILITIES:

Staff Management and Customer Service

- Work with production staff, volunteers, and promoters to open the theater on time, as advertised and ensure the event is the best production ever
- Work with event security to maintain theater tidiness and safety of everyone in the theater
- Work with lobby and concession volunteers to make sure patrons are greeted and processed in a timely fashion and any issues are resolved as quickly as possible
- Perform onsite training of event volunteers as needed

Event Management

- Review event contract and schedule with OFS staff to ensure smooth operation day of show
- Prepare & execute event contract settlements and recap event to staff
- Distribute and collect payments from promoters and artists
- Responsible for knowing head count of attendees at each event
- Post event signage, ticketing info, reserve seating, to help inform traffic flow and artists rules
- Make sure appropriate sponsor and informational signage and artist merchandise is displayed appropriately
- Make sure will call, guests lists, tickets and box office are set up and ready for sales
- Make onstage announcements before events as needed

QUALIFICATIONS: Providing top notch customer service through your

- Ability to work independently and collaboratively, efficiently and under pressure
- Excellent communications, math, and money handling skills
- Be Detail-oriented, organized, motivated, and punctual
- Knowledge of Google Drive, Documents, and Forms
- Passion for film, music, art and community

TIME COMMITMENT:

Most events are one day and take place 2-6 times per month and can last from 1 - 10 hours per event, depending on contractual needs.

The Olympia Film Society is a 501(c)3 nonprofit arts organization. OFS is an equal-opportunity employer and does not discriminate against employees, volunteers, or membership on the grounds of race, creed, color, national origin, age, gender, marital status, veteran status, sexual orientation, or the presence of any disability.