

JOB DESCRIPTION

Job Title: Cinema Event Staff

Organization: Friends of the Midwest Theater

Reports to: General Manager

Date: 4/7/2021

Purpose:

Cinema Event staff will act as a projectionist for film screening (DCP, DVD/Bluray,35mm or other media source) as well as assist with coordinating duties with relation to opening & closing the theater or the drive-in and working with the General Manager to accomplish goals as designated. (Hours vary, but normally 3-6 hours per shift).

Duties:

1. Arrive a minimum of 1 hour & 15 mins before showtime, ready to work, well-groomed in provided Midwest Theater shirt to ensure timely opening of the theater.
2. Provide General care & maintain the Projector in good working order.
3. Set up and operate motion picture projection and sound-reproducing equipment to produce coordinated effects on screen
4. Monitor operation of the projector while showing films and staying near the projector, unless doing other duties.
5. Is cross-trained to troubleshoot all equipment that is related to operating the concessions stand such as: Square Register, Theater Manager, Ice, Soda, Popcorn, and Butter Machines.
6. Be ready to assist with any emergency while on duty and be familiar with safety protocols.
7. Other duties as assigned by the general manager.

*Fringe Benefit as working a shift as “Cinema Event Staff” in addition to your pay:

- 1 Large Popcorn & 1 Large Soda or Bottled water. Popcorn & Soda may be refilled at no cost.
- You shall be entitled to admission to the film for 1 additional adult at no cost, and any additional adults or students may attend the film at the lowest member rate available for the film.

I hereby acknowledge, that:

A description of the responsibilities involved in this job is listed above. I shall be capable of performing in an acceptable manner, with or without reasonable accommodation, the responsibilities involved in this job, unless otherwise stated below:

signature

date

Note: The statements herein are intended to describe the general nature and level of work being performed by employees assigned. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.