ASSISTANT THEATER MANAGER
(Part-Time)
Operations Department
March 1, 2022

The Assistant Theater Manager is a part-time, non-exempt (hourly) position, without benefits. This position is a grade level 6.

Under the supervision of the Director of Operations, the Assistant Theater Manager provides administrative and managerial support to the Writers Guild Theater for regularly scheduled Guild Screenings and other private events. The Assistant Theater Manager works nights, weekends, and holidays as required, for an average of 20 hours per week.

ESSENTIAL FUNCTIONS
1) Transports and returns supplies/digital film hard drives to and from the WGAW offices to the theater.
2) Opens and closes the theater.
3) Supervises daily theater operations including maintenance, events/screenings and parking.
4) Must be proficient in Microsoft Word and provide written reports on theater activities.
5) Answers telephones and checks Guild e-mail.
6) Address member/private client concerns onsite, while referring complex matters to Director of Operations for follow-up.
7) Must have ability to problem solve and handle emergencies without supervision.
8) Provides additional back-up support on the day to day administrative needs of the Operations department.
9) Acts as a liaison for WGAW during screenings/events held at the theater.
10) Ensures that theater clients adhere to house rules during events.
11) Ensures building and safety codes are adhered to during events/screenings.
12) Other duties as required.

OCCUPATIONAL REQUIREMENTS
This person must possess strong verbal communication skills and interact professionally with the membership, staff and external industry members in person and on the phone. The successful applicant is able to work independently and comfortably in high pressure situations while juggling multiple tasks at times. The candidate must be able to drive a motor vehicle and have a current driver's license and proof of insurance. The position requires one to work flexible hours. Customer service, venue management, as well as experience in the entertainment industry in general are preferred.

PHYSICAL REQUIREMENTS
This person must be able to lift 50-75 pounds; occasional lifting from floor to higher levels, sitting, stooping, twisting, turning, reaching, standing, bending, carrying, walking, and visual acuity.

MENTAL REQUIREMENTS
Must have the ability to comprehend and follow instructions; communicate correct information to members and the general public; perform activities on schedule, maintain regular attendance and punctuality; and interact with others courteously and professionally. Must have the ability to remain calm and focused under pressure.
ENVIRONMENTAL CONDITIONS
Does not require working near hazardous equipment or machines. Low exposure to noise, dust, gas, odors, fumes. (If transporting film canisters off-site, may require some exposure to work near hazardous equipment or machines).