



**POSITION DESCRIPTION: JOB TITLE: Experience Assistant Manager**

**LOCATIONS:**

**Avalon Atmospheric Theater & Lounge:** 2473 South Kinnickinnic Avenue, Milwaukee, WI 53207

**Times Cinema:** 5906 West Vliet Avenue, Milwaukee, WI, 53208

**Website:** www.ntg-wi.com

**REPORTS TO:** Manager, Director of Operations, Owners

**JOB CLASSIFICATIONS:** Full Time Hourly Position

**JOB SUMMARY**

To assist Manager in operation of theater. This position requires experience operating movie projectors, setting up pre-shows and working with all audio/visual equipment. Experience with video and photography equipment helpful but not required. You will be instrumental in all efforts to increase attendance and revenue. Shifts will include opening and closing shifts weekly. Candidate must hold a City of Milwaukee bartender's license or obtain one within 30 days of beginning employment

**JOB FUNCTIONS**

- Operates movie projectors, updates pre-show content, and monitors film presentation to guests
- Participate in creation of programming with film bookers and other content providers
- Work closely with the Manager to promote good employee management and retention. Has hands on experience managing employees to run theater most efficiently.
- Monitor theater(s) for picture/sound quality, temperature, lighting, and guest behavior
- Updates social media accounts regularly including but not limited to Instagram, Facebook, and Twitter
- Maintains contacts with regional studio reps to acquire promotional items for movies
- Help build relationships with local businesses, groups, and publications to selectively cross-promote venues and events and make an impact on local community
- Oversees and maintains all A/V and theater technology equipment. Advises on all A/V upgrades or alternatives
- Acts as on-call support person for unexpected/emergency service calls of projection issues
- Sets up and operates audio visual equipment for special events and rentals (microphones, mix boards, laptops, etc.)
- Interact with customers in a professional, welcoming, and encouraging fashion
- Maintain knowledge and security of equipment and report repairs and maintenance issues
- Proficient knowledge of NTG Employee Handbook and company standards

## **EDUCATION, SKILLS & EXPERIENCE**

- Requires a 2 or more years of experience in these job tasks
- Proficiency in using all theater A/V, film, and sound equipment
- City bartender license
- Effective interpersonal communication skills, sales techniques, and management skills
- Demonstrates high level of professionalism in appearance, attitude, and actions
- High level of initiative, organized, goal oriented and ability to multi-task

*I have received a copy of this job description and understand my responsibilities.*

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**Employee Signature**

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**Date**

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**Owner Signature**

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**Date**