

### ***Raymond Theatre Manager Position:***

The City of Raymond is seeking an energetic and community oriented part-time Manager for the Raymond Theatre. The Manager will plan, schedule and market movies and other events, coordinate volunteers, promote the Theatre in the community and oversee the overall operation and maintenance of the facility. This is the perfect job for someone looking for a rewarding encore experience or to quickly gain a wide range of business management and community organizing skills. Applicants should possess communication, computer, social media and personal relations skills. Pay is negotiable. Applications are available at Raymond City Hall, 230 Second Street, Raymond, WA. or on our website at [cityofraymond.com](http://cityofraymond.com). Applications must be received by June 20, 2018 at 4:00 PM. The City of Raymond is an EOE.

## **MANAGER RESPONSIBILITIES RAYMOND THEATER**

The following duties and responsibilities are not meant to be an exact list of all duties and responsibilities necessary to operate and manage the theater, but it is intended to provide examples of what is expected:

- Research, schedule, order, receive, and return movies
- File paperwork and other office duties, including time cards for part time City employees and processing invoices for operational expenditures
- Inventory and order concessions
- Schedule live events, including, contracting and theater set up and maintain a Theatre calendar.
- Advertisement for all events at the Theater – market Theatre programs.
- Clean Theater before and after use
- Work during showings (set up concessions and cash drawer, stock, clean, ticket and concession sales, deposit, fax box office report, clean and lock up Theater)
- Live Events: set up Theater, including sound system and lighting as needed, set up dressing room and work concessions as needed
- Schedule and supervise part time employees of the City hired to assist with Theater operations.
- Schedule and supervise volunteers for the Theater, including putting together and taking apart movies, projector maintenance, and general maintenance.
- Prepare budgets, track inventory, track receipts and financial data in coordination with the City Clerk.
- Coordinate and work with community organizations to host events.
- Coordinate theatre maintenance and meet with the Mayor weekly.
- Collect data on attendance, customer demographics, etc.