



Cinema Service Crew Host (Part-time)

Organization Overview: Beyond Housing is a community development organization that helps entire communities become better places to live. We engage where we're needed, focusing on building consensus among leaders, providing and preserving housing, fostering community structures that shape lives, and guiding systems that make people's lives better. We bring together leaders and resources, volunteers and citizens, and pursue a wide assortment of creative approaches to build stronger, healthier communities for life.

Position: The 24:1 Community Land Trust Cinema Service Crew Member is an integral part of the Cinema team. The Service Crew Host may be categorized into three general roles: Guest Service Host, Concession Host, and Box Office Host. A Host may be required to perform duties of more than one role during any particular work time.

Primary responsibilities of all three Cinema Service Crew positions include:

GUEST SERVICE HOSTS

- Collect and tear tickets, issuing stubs for entry into the theaters
- Direct movement of people, and monitor attendance by MPA ratings
- Monitor temperature, audio and visual film presentations and communicate issues to management
- Clean theater areas
- Receive theater deliveries and stock items
- Change signs, posters and marquees
- Assist with emergency guest evacuation
- Other duties as assigned

CONCESSION HOSTS

- Prepare and serve products
- Collect money and make change for concession purchases
- Restock merchandize
- Collect coupons
- Maintain clean service area

BOX OFFICE HOSTS

- Sell tickets
- Collect and make change
- Distribute and accept coupons
- Answer phones
- Change box office signage
- Complete reports
- Monitor attendance by MPAA ratings

Other duties required of all Cinema Service Crew Hosts include, but are not limited to:

- Greet and assist guests, maintaining a friendly and professional atmosphere
- Answer questions and provide information to guests
- Follow instructions from management
- Report to management any security and safety hazards
- Perform other duties as assigned

Experience and Qualifications:

- Must be at least 17 years old.
- Within 2 weeks of beginning employment, must provide proof of vaccination against the Hepatitis A virus
- Able to pass a background check
- Excellent customer service skills
- Excellent verbal and written communication skills
- Ability to work a flexible schedule to include: nights, weekends and holidays as needed
- Must be able to lift and carry up to 75 pounds, and bend, lift, stoop as needed
- Ability to stand for long periods of time
- Manual dexterity to operate and clean cinema equipment

Application Instructions:

You will find Application forms under the Career section of the Beyond Housing website which you may complete and bring to the Cinema. Resumes and cover letters may also be e-mailed to DKing@24lclt.org

24:1 Community Land Trust Cinema is an Equal Opportunity Employer. We believe that each individual is unique and we are committed to respecting the diversity of all individuals. We embrace the concept of INCLUSION, which ensures we strive to leverage everyone's unique skills to maximize our impact.
