

Front of House manager position

Opening duties involve all aspects of preparing the theater for guests, whether for a regular movie screening or a special event.

Duties include (but are not limited to):

- opening the box office, concessions, and bar for sales
- ensuring that the projector is on, and the correct program is scheduled
- alerting the General Manager of any technical difficulties
- taking stock of restroom items and concessions items and restocking
- aid in setup of non-movie events

Shift duties include:

- greeting guests as they enter the theater
- supervising our volunteer staff who work in the box office, concessions, and bar
- maintaining overall safety, cleanliness, and smooth operations
- serving guests at the bar and in concessions during the movie

Closing duties include:

- reconciling box office, concessions, and bar tills and preparing deposit
- cleaning up lobby, restrooms, and auditorium
- changing out trash and taking it out on the scheduled pickup dates
- ensure emergency exits are cleared and the lobby doors are locked
- shutting down of the projector

Desired Qualities:

- must be 21 years old (to be an ABC manager)
- tech savvy, outgoing individual with flexible schedule
- able to regularly work evening shifts, including occasional special events, weekends, or holidays as needed
- excellent customer service skills and willingness to work with volunteers.
- basic math and computer skills
- able to lift and carry popcorn bags and boxes of syrup/oil weighing up to 50 lbs.
- a commitment to making the Lyric the best it can be!

Shifts run from approximately 6:00 PM to 12:00 AM Friday and Saturday, 6:00 PM to 10:00 PM Sunday through Thursday, and 2:00 PM to 5:30 PM for the Sunday matinee.

Training takes 2-3 weeks, during which time you will need to be available 3-4 times a week.

Email a resume of previous work/volunteer experience to Greg Boatwright at genmanager@thelyric.com.