



Job Description

Position: Duty Manager

Reports to: Front of House Manager

Responsible for: cinema box office takings; re-stocking concessions; setting up the cinema and projection (training available) before and managing the clear-up with volunteer team; briefing the programme team.

Purpose: to provide excellent customer care and a range of front of house duties including ticket sales and film projection, meeting the needs of a busy 7 day-a-week cinema

Contract: Part time (Min 10 hours)

Time commitment: flexible

Salary: £17,970.00 per annum pro rata

Responsibilities

- To assist the Front of House Manager with the daily front of house tasks necessary to deliver excellent customer care and to exhibit films in line with the programme.
- To assist with the leadership and oversight of the volunteer team to ensure that we maintain the highest standards of customer care in line with our organisational values and commitment to provide a friendly welcome.
- To operate the digital projector in a professional manner to ensure that we maintain a high standard of technical presentation that meets our customer experience expectations.
- To assist with the co-ordination of all day to day front of house requirements to ensure that the building is prepared for, and the team delivers, a wide range of events and activities including film showings, events, community education activities, meetings, music concerts, conferences and a wide range of other activities.
- To ensure that the building maintains the highest standard of health and safety for all its users including visitors, staff and volunteers in line with contemporary legislation and with regard to the heritage nature of the building.
- To play an active part in the ongoing marketing of the Curzon by ensuring all posters, leaflets, flyers and, increasingly, electronic media are kept up to date and encouraging our audiences to use them.

- To assist with the management, delivery and coordination of a wide range of community events and activities to ensure that all necessary equipment and access requirements are met.
- To stock-take and manage the delivery, storage and display of all concession and bar stock having regard to cost control and the quality of merchandise and liaise with the Facilities Manager re ordering stock.

Skills and Experience

Essential

- Excellent customer care and communication skills
- Familiarity with Health & Safety practice and equality in the workplace.
- Good communication skills, both verbal and written
- Some technical ability
- Flexible, reliable and positive approach to work and a willingness to learn new skills to meet the needs of the organization.
- Organised approach to problem solving

Desirable

- Digital Projection experience
- First Aid qualification

The Curzon Cinema & Arts has been at the centre of life in Clevedon, North Somerset, since 1912. An independent, traditionally run cinema showing mainstream and art house films, it is one of the country's oldest, continually running cinemas. As well as films, the Curzon hosts events and workshops and boasts a unique collection of historic film equipment. With support from a dedicated team of volunteers, the Curzon provides a warm welcome for all.

The Curzon pays the Voluntary Living Wage and is an eco-friendly company.



LOTTERY FUNDED

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 Curzon Community Cinema Ltd. 46 - 48 Old Church Road, Clevedon BS21 6NN. www.curzon.org.uk
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