SALARIED MANAGEMENT OPPORTUNITY

Employment Posting Number 97TM-091211

Position Title:	**Theatre Manager**	Application Deadline:	**December 11th, 2009**
Reports To:	**Jeremy Charles,** General Manager	Application Type:	**Cover Letter & Resume**
Location:	**Empire University 4 Cinemas, Victoria, BC**	Submit Application To:	**Email Address Listed Below**
Pay Matrix:	**Salaried, Full Time** – Operations Level 1, Salary Range 3		

Company Profile: At Empire Theatres our Vision is to make every Guest feel like a VIP. Our people matter and through our integrity, accountability and collaboration, together, we will create memorable red carpet experiences for each and every one of our guests… each and every time. We are a wholly owned subsidiary of Empire Company Inc., and with over 50 locations across the country, we are a leader in the entertainment industry in Canada.

Location Profile: Empire University 4 Cinemas is located in Victoria, British Columbia. This theatre features 4 screens and food offerings include a refreshment counter featuring fresh delicious hot popcorn and Coca-Cola beverage products.

Candidate Profile: The ideal candidate is a detail-oriented collaborative leader who is driven by results and has a strong Guest service background. Ideally the candidate will have previous experience in the Entertainment or Food Service Industry and the ability to multi-task in a fast paced environment.

Scope of Position: To effectively manage the operations of the theatre complex in conjunction with the supervisory and management teams. Theatre Managers are accountable for ensuring that Cast members, Shift Supervisors and Assistant Managers deliver a memorable red carpet experience to our Guests.

JOB DUTIES & RESPONSIBILITIES:

- Manage operations of the theatre complex (Including: labour cost, cost of sales, revenue control, speed of service, Guest satisfaction, equipment & procedure training, safety of Guests & Cast and film & product quality.)
- Select, train & develop Cast, Shift Supervisors & Assistant Managers.
- Maintain control over actual expenditures.
- Administer & operate all pertinent systems (POS, audit documentation, training & projection)
- Communicate on an ongoing basis with supervisory and management teams including the General Manager and Director of Operations by attending all scheduled meetings and by use of the communication tools provided.
- Keep abreast of industry & facility related information to ensure up-to-date operation of complex.
- Greet and engage Guests and make them feel special – helping to create memorable red carpet experiences.
- Be available and visible to Cast and Guests; observe and assist with potential issues.
- Provide consistent performance feedback to all levels of Cast and address performance issues in a timely manner using effective performance management tools.
- Work safely and ensure all levels of Cast are made aware of and follow safe work practices.

REQUIREMENTS:

- Proven track record in a leadership role within a fast paced environment.
- Commitment to excellence in Guest service with proven ability to maintain significant attention to detail.
- Minimum 2 to 3 (Two to Three) years experience motivating and managing a dynamic team to achieve positive results in a timely manner.
- An individual who sets actionable goals; takes the initiative to deliver; shows persistence in problem solving while keeping others focused on results.
- Proficiency with food production, revenue control procedures and related systems an asset.
- Prior experience with projection or audio visual equipment an asset.
- Completion of a post-secondary school program of relatable focus to the Film Exhibition Industry an asset.
- Excellent written, verbal and listening communication skills and proficiency with Microsoft Word & Excel software.

Empire Theatres Limited offers a productive fast – paced work environment in an exciting industry. Salary will be commensurate with qualifications and experience. Full time, flexible hours are required, including shifts on most evenings, weekends, and holidays. We offer a competitive compensation, performance bonus incentive, profit sharing and benefit package.

ONLY QUALIFIED APPLICANTS WILL BE CONTACTED - AN EQUAL OPPORTUNITY EMPLOYER

Submit Applications to Human Resources - Empire University 4 Cinemas, Victoria, British Columbia

Please quote employment posting number 97TM-091211, internal inquiries should be directed to your Manager

Email: empiretheatres.resumes@empiretheatres.com