SALARIED MANAGEMENT OPPORTUNITY

Employment Posting Number 06GM-100331

Position Title:	**General Manager**	Application Deadline:	**March 31st, 2010**
Reports To:	**Chauntel Ormandy,** Director of Operations	Application Type:	**Cover Letter & Resume**
Location:	**Empire Cinemas Rothesay, Rothesay, NB**	Submit Application To:	**Email Address Listed Below**
Pay Matrix:	**Salaried, Full Time**		

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 Cinemas Rothesay is located in Rothesay, New Brunswick. 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 in a fast-paced environment. Ideally the candidate will have previous experience in the Entertainment or Hospitality Industry, analyzing and responding to financial results.

Scope of Position: To effectively manage the operations of the theatre complex in collaboration with the theatre supervisory and management teams, providing feedback and results to the Theatre Support Centre and Director of Operations as required. General Managers are accountable for ensuring that all Cast members and management team members deliver a memorable red carpet experience to our Guests.

JOB DUTIES & RESPONSIBILITIES:

- Develop, execute, revise and review business & financial plans for theatre (Including: Operational goals, budget, Human Resources, assets, attendance levels, food services, marketing & community involvement.)
- Select, train & develop a team of Cast, Shift Supervisors & Managers focused on Guest service.
- Administer & operate all pertinent systems (POS, audit documentation, training & projection)
- Communicate on an ongoing basis with theatre supervisory and management teams including the Zone General Manager peer group and Director of Operations by attending all scheduled meetings and by use of the communication tools provided.
- Communicate and respond to outside resources including Emergency Service personnel, Theatre Support Centre personnel, Director of Operations, Suppliers, Contractors, and Community Groups to identify and resolve daily operational issues or concerns; as needed.
- Greet & engage Guests and make them feel special – helping to create memorable red carpet experiences.
- Develop a succession plan & provide consistent performance feedback to all levels of Cast and address performance issues in a timely manner using effective performance management tools.
- Participate as an active member of the local community.
- Work safely and ensure all levels of Cast are made aware of and follow safe work practices. Be prepared to respond in the event of an emergency situation as required – including the coordination of Guest evacuation.

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 3 to 5 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 financial statement analysis, food production, revenue control procedures and related systems 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

Submit Applications to Human Resources

Please quote employment posting number 06GM-100331, internal inquiries should be directed to your Manager

Email: empiretheatres.resumes@empiretheatres.com