General Manager

Job Description: The general manager of The Cresco Theatre and Opera House oversees the daily operation of the movie theater and Champlin Hall by promoting and booking both venues, hiring and supervising employees needed to run the movie business and observing and reporting to the city the needs of the facility.

Duties:

- Keep financial and statistical records
- Create and maintain content on The Cresco Theatre and Opera House website
- Lead marketing and publicity activities
- Network with local chamber, educational organizations, CCT Productions, local organizations and the public
- Provide and/or arrange tours for local individuals or groups and tourists
- Stay up to date with developments and new productions
- Perform daily opening and closing operational duties
- Recruit, hire and train employees to act as cashiers, ushers, concession stand attendants and assistant theater managers
- Set work schedules
- Evaluate, discipline and terminate employees if necessary
- Ensure that The Cresco Theatre and Opera House complies with health and safety legislations
- Observe, direct and follow-up with janitorial duties and facility maintenance to ensure that lobby, concession, restroom, seating areas and Champlin Hall are clean and well-maintained
- Attend monthly Cresco Theatre Commission meetings
- Perform other reasonable, related duties as needed

Qualities:

- Passion for theatre and the community
- Good organizational skills
- Computer skills
- Strong leadership and motivational skills
- Excellent time-management and scheduling skills
- Solid communication skills
- Ability to take command and remain calm in an emergency
- Receptive to training and personal development

It is The Cresco Theatre and Opera House's policy to employ, retain, promote, terminate and otherwise treat any and all associates and job applicants on the basis of merit, qualifications and competence. The Cresco Theatre and Opera House is an Equal Opportunity Employer.