



Part-Time Employment Opportunities August 8, 2022

Job Type
Part-time

Job Description

The West Shore Theatre is seeking to hire a few part-time employees to share up to 40 total hours a week. Specific hours will vary based on schedule availability, programming schedule, and need based on attendance. Pay will be dependent on experience.

ESSENTIAL FUNCTIONS

All employees may be considered for cross-training; some may be assigned duties in one or more areas at management discretion. General responsibilities for all positions include, but are not limited to:

- Greeting and welcoming customers. Assisting guests efficiently, courteously, and accurately. Answering guest questions or quickly directing them to the appropriate resource.
- Displaying and cultivating a passion for the West Shore Theatre and general community.
- Accurately using the point-of-sale system to process transactions and payments.
- Ability to effectively multitask as needed and work quickly under pressure.
- Understanding and applying any applicable health codes, alcohol service laws, and/or food-service guidelines. Reporting safety and security concerns to management (trip hazards, lights outs, broken seats).
- Cleaning and maintaining theatre facilities, including food preparation areas, auditorium, restrooms, and other facilities.

Box Office:

- Assisting with movie/event/seat selection and answer general questions.
- Responsible for accuracy of cash drawer, gift cards, refunds/exchanges, and inventory.

Concessions:

- Accurately use the point-of-sale system to process transactions and payments.
- Knowledgeable of concession products and offerings and upselling and suggestive selling concession items with each transaction.
- Operating and maintaining all concession equipment.
- Performing daily opening and closing duties in assigned areas.
- Receiving and putting away deliveries (stock).
- If applicable, verifying identification for alcohol beverage sales - customer must be at least 21 years of age.

Usher/Ticket Taker:

- Controlling theater access by ensuring customers have the appropriate tickets and direct customers to the correct seating area. If applicable, assisting customers with locating their seat.
- Maintaining cleanliness in lobby, concessions, theater, restrooms, and back of house areas.
- Performing auditorium checks to monitor picture, sound quality, temperature, and general atmosphere, including managing disruptive behavior (talking, cell phone usage, suspicious activity, etc.).

UNIFORM

- Provided by Theatre: polo shirt, nametag.
- Provided by Associate: black pants, black shoes, socks, black belt.

Friends of the West Shore Theatre, Inc. is committed to equal employment opportunity and complies with all applicable federal, state, and local employment laws. FOWST strictly prohibits and does not tolerate discrimination and will provide equal employment opportunities to all applicants without regard to an applicant's race, color, religion, creed, gender, sex (including pregnancy), sexual orientation, gender identity or expression, national origin, age, disability, military status, veteran status, genetic information, or any other reason prohibited by applicable federal, state, or local law, regulation, or ordinance. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, promotion, discipline, compensation, benefits, and termination of employment.

Minimum Job Requirements

Requirements to be performed, with or without reasonable accommodation:

- Standing, walking, lifting, and bending on a frequent basis.
- Ability to lift up to 50 pounds and carry it up to 90 feet (or deposit into dumpster).

Applicants must be 18 years of age or older due to the sale of alcohol.

Must be available evenings and weekends.

Those hired will be required to complete RAMP Server/Seller training and/or SafeServ Food Handler certification (costs covered by FOWST).

About the West Shore Theatre

The West Shore Theatre is an intimate, 200-seat theater offering big-time entertainment with small-town charm. Located in the heart of New Cumberland, PA, the West Shore Theatre enriches lives and enhances the cultural vitality of the area through the presentation of films, live entertainment, educational opportunities, special events, and more. The West Shore Theatre is owned and managed by Friends of the West Shore Theatre, Inc., a 501(c)3 nonprofit organization. The mission of the West Shore Theatre is to be the center for cultural arts in New Cumberland and surrounding communities, enriching the region by offering opportunities to experience high quality, diverse, affordable entertainment.

Questions/Clarifications/Submissions

Questions and clarifications and/or submissions should be sent to:

Dustin LeBlanc
Managing Director, West Shore Theatre

Submissions

Submissions should include:

- Letter of Intent
- Resume
- References Upon Request