



FALLON TRIBAL DEVELOPMENT CORPORATION  
**OFFICIAL POSITION DESCRIPTION**

Adopted/Revised:  
11/2/2016

---

**ASSISTANT CINEMA MANAGER**

Division: **Fox Peak Cinema** Class Code: **403**  
Supervisor: **Cinema General Manager** Pay Grade: **Grade 9**  
FLSA Status: **Non-Exempt** (\$30,941.31 - \$34,824.71/annually)

---

**POSITION DESCRIPTION**

The Assistant Cinema Manager plays a significant role in the theatre's operations by working with the manager in delivering superior guest service in a fast-paced, clean and safe environment, supervising and motivating theatre personnel, and following theater and corporate policies and procedures to ensure all established objectives are met and to achieve financial targets.

**DUTIES AND RESPONSIBILITIES**

1. Consistently create a welcoming environment for guests by greeting, anticipating needs, exceeding expectations and implementing creative solutions to provide exceptional service
2. Assist the Cinema General Manager with hiring, training and employee development
3. Supervise, motivate, reward and coach theatre employees to sustain exceptional levels of performance and appropriately counsel associates when they are not meeting expectations
4. Understand and demonstrate desired behaviors for all staff duties including driving sales, cash management, inventory, and follow-up with guests
5. Maintain facilities that are clean, safe and in good repair
6. Follow required procedures in the event of a guest or employee incident
7. Identify opportunities to increase brand awareness and drive traffic into the theatre through a variety of marketing efforts, social media and community involvement
8. Operate projection equipment including projectors, servers and sound equipment. Perform basic projection troubleshooting upon completion of training
9. Preserve confidentiality of theatre information and passwords including knowledge of and adherence to adopted policies & regulations
10. Process daily corporate office or supervisor requests via phone and email
11. Other job-related duties as assigned by the supervisor.

**KNOWLEDGE, SKILLS, & ABILITIES:**

1. Ability to evaluate key performance indicators and translate into actionable information to drive guest satisfaction and financial results
2. Proficient in cash handling skills

3. Ability to operate and utilize various computer systems and programs including point-of-sale (POS), word processing, and spreadsheets.
4. Ability to establish and maintain productive working relationships with staff, customers, management and sales representatives necessary to effectively carry out job duties and must be able to communicate verbally and in writing.
5. Must have demonstrated management experience to include staff supervision, monitoring, purchasing, pricing, inventory and great customer service skills.
6. Must have ability to establish and maintain productive working relationships with staff, customers, management and sales representatives necessary to effectively carry out job duties and must be able to communicate verbally and in writing using clear and concise terms.
7. Ability to maintain satisfactory working record in any prior or current employment
8. Ability to meet strict work schedule start times and work on-call as needed.

#### **MINIMUM QUALIFICATIONS**

1. A High School Diploma or GED with at least one (1) year previous successful experience supervising and managing in hospitality, entertainment, or retail business operation is required.
2. Must be willing to work flexible hours that will include evenings, weekends and holidays
3. Must have a valid Nevada Driver's License and be insurable under the FTDC insurance policies
4. Physical Requirements: Frequently sit and stand; occasionally walk bend/stoop, reach above shoulder level, crouch, kneel and push/pull; carry or lift thirty-five (35) pounds of supplies

#### **GENERAL EMPLOYMENT INFORMATION**

**Fallon Paiute-Shoshone Tribe and Native American/Indian Preference.** Employment preferences to members of the Fallon Paiute-Shoshone Tribe and to members of federally-recognized Indian Tribes shall apply to this position pursuant to the FTDC's Personnel Policies. Persons of Tribe and/or Indian ancestry and wish to claim these employment preferences should submit a copy of the Tribal Enrollment card/certification indicating the name of the Tribe they are enrolled with.

**U.S. Veteran's Preference.** Preference to opportunities to veterans honorably discharged from the United States Armed Forces shall apply to this position pursuant to the FTDC's Personnel Policies.

**Equal Opportunity Employer.** The Fallon Tribal Development Corporation does not discriminate on the basis of race, color, national original, sex, religious preference, age, handicap, marital status, political preference, genetics or membership or non-membership in any employee organization, except as allowed by Federal and/or Tribal Law.

**Drug Free Workplace.** The Fallon Tribal Development Corporation is a drug-free workplace. All employees are subject to a pre-employment drug test (at his/her own expense) and random drug screens.

**Background Checks.** All employees must be able to pass a background check per the FTDC's background check procedures.

**Position Description Limitations.** This position description does not constitute an employment agreement between FTDC and the employee, and is subject to change by the FTDC Board of Directors as the needs of FTDC and the requirements of the job change. This position description is not intended to present a descriptive list of the range of duties performed by any employee in this position and is not intended to reflect all duties performed within the position.

## EMPLOYEE RECEIPT AND ACKNOWLEDGEMENT

I have received a copy of this approved position description. I have read this position description (or had it read to me), and I understand all my job duties and responsibilities. I further understand that my duties may change on a temporary or regular basis according to the needs of FTDC without it being specifically included in the position description. I will be notified of these changes in writing and have an opportunity to ask any questions with my immediate supervisor or Human Resources. I understand that all evaluations and any pay increases will be based on my ability to perform the duties outlined in this position description. I have discussed any questions I may have about this position description prior to signing this form.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***This acknowledgment will be placed in the employee's personnel file.***