



FALLON TRIBAL DEVELOPMENT CORPORATION  
**OFFICIAL POSITION DESCRIPTION**

Adopted/Revised:  
6/8/2018

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**CINEMA GENERAL MANAGER**

Division:	<b>FTDC</b>	Class Code:	<b>507</b>
Supervisor:	<b>Board President</b>	Pay Grade:	<b>Grade 14</b>
FLSA Status:	<b>Exempt</b>		<b>(\$40,371.39-\$45,438.35/annually \$19.41-\$21.85/hourly)</b>

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**POSITION DESCRIPTION**

The Cinema General Manager is responsible for making sure the movie theater runs smoothly, supervises and oversees theater staff (including training and scheduling), ordering films and theater supplies, procurement, coordinating the setting up movie displays, publicity and public relations management, providing superior customer services, and ensuring the overall success of the theater's operations.

**DUTIES AND RESPONSIBILITIES**

1. Supervision of staff including hiring process, training, discipline, scheduling and processing leave requests.
2. Oversee film booking for the cinema including coordinating with the distributors to book films, scheduling trailers and posters, ordering appropriate trailers and posters, updating publicity and coordinate social media outreach.
3. Providing service that is friendly, helpful, fast and in a timely manner.
4. Ensuring that the facilities are clean, safe, in good repair and present a professional appearance to the public.
5. Providing an experience that is comfortable and distraction free
6. Serve properly prepared food and beverages in accordance with health service standards established by the Fallon Paiute-Shoshone Tribe and/or Indian Health Services.
7. Insuring that all employees meet, if not exceed, customer services standards.
8. Ensuring that all areas of the theater have proper and adequate staffing.
9. Ensure that daily opening and closing is done and properly documented and recorded.
10. Able to perform all duties of all cinema personnel, as needed.
11. Responsible for accurate till reconciliation, accurately report financial numbers and statistical data on a daily basis.
12. Order, receive, price and stock product, maintain inventory control system to permit receipt of orders, and make operations adjustments, as necessary.
13. Maintain a list of vendors that will provide products in a timely manner, at a favorable price.
14. Overseeing all aspects of the theater's operations including ticketing, concessions, maintenance, etc.

15. Must attend all training provided by employer, as well as all meetings required by the employer.
16. Operate projection equipment including projectors, servers and sound equipment. Perform basic projection troubleshooting upon completion of training.
17. Preserve confidentiality of theater information and passwords including knowledge of and adherence to adopted policies & regulations.
18. Other job-related duties as assigned by the supervisor.

#### **KNOWLEDGE, SKILLS, & ABILITIES:**

1. Must have demonstrated management experience to include staff supervision, monitoring, purchasing, pricing, inventory and great customer service skills
2. Ability to lead, supervise and manage at least two (2) or more employees and demonstrated ability to handle money (cash, checks, charge cards, etc.) is required.
3. 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.
4. Ability to maintain satisfactory working record in any prior or current employment
5. Ability to meet strict work schedule start times and work on-call as needed.
6. Effective written and oral communication skills along with strong analytical skills
7. Equally comfortable communicating and working with guests, supervisors, peers, subordinates and vendors
8. Ability to operate and utilize various computer systems and programs including point-of-sale (POS), word processing, and spreadsheets.

#### **MINIMUM QUALIFICATIONS**

1. A minimum of an Associate's degree in Business Management, Business Administration or Hospitality Management with one (1) year previous successful experience supervising and managing hospitality, entertainment, or retail business operation required; OR a High School Diploma or GED with at least two (2) years previous successful experience supervising and managing hospitality, entertainment, or retail business operation required .
2. Must be willing to work flexible hours that will include evenings, weekends and holidays
3. Must maintain confidentiality in all business matters
4. Must have a valid Nevada Driver's License and be insurable under the FTDC insurance policies
5. 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.***