



Position Title: OPERATIONS MANAGER

Location: Omaha, Nebraska

Status: Full Time, Exempt

Reports to: Director of Theater Operations

Film Streams' Operations Manager serves as a leader of our front-of-house team, working with the Director of Theater Operations to oversee daily activities and uphold an outstanding patron experience across our two community-supported arthouse cinemas.

Primary Responsibilities

- Assist the Director of Theater Operations in providing leadership and direction for all daily theater operations resulting in an outstanding patron experience
- Assist the Director of Theater Operations in hiring, training, and managing front-of-house staff
- Oversee scheduling of front-of-house staff
- Serve as a role model in maintaining a safe, welcoming culture for all staff, volunteers, patrons, and partners
- Demonstrate a thorough knowledge of ticketing and concessions points of sale systems and procedures
- Assist the Director of Theater Operations in facilities management, including building and equipment needs
- Assist in coordinating and executing facility rentals and bookings
- Assist in training and supervising Box Office and Concessions staff with payment methods, cash handling, and preparation of daily deposits in accordance with Film Streams policy
- Coordinate and schedule Film Streams' team of volunteers
- Collaborate with programming and projection staff to ensure timely, accurate receipt and testing of all on-screen content
- Oversee bookstore purchasing for both cinemas
- Perform bank runs and deposits

Preferred Qualifications, Experience & Expectations

- At least two years of experience in theater management, event management, and/or service industry management
- Outstanding attention to detail, judgment, and capacity for resolving issues as they arise
- Exceptional hospitality and customer service skills
- Demonstrated experience using and managing POS systems
- Excellent verbal and written communication skills, and comfort with some public speaking
- Ability to work a flexible schedule, including evenings and weekends
- Facilities and building maintenance experience a plus

Compensation & Benefits

- \$42,000 to \$46,000 annual salary, depending on experience
- Group health plan (90% employer-paid for employees, 65% for family members), and available dental and vision plans
- Basic life, AD&D and long term disability insurance (employer provided)
- 403(b) retirement plan with employer contribution after one year of employment
- Paid holidays, parental leave, mental health/sick days, and vacation on a graduated scale based on years of service

To Apply

Please submit resume and letter of interest in a single PDF file to casey@filmstreams.org with the subject line: Application – Operations Manager. Deadline for applications: November 19, 2021. All applicants will be notified of their candidacy status via email within two weeks of the application deadline.

ABOUT FILM STREAMS

Film Streams is a nonprofit arts organization dedicated to enhancing the cultural environment of the Omaha-Council Bluffs area through the presentation and discussion of film as an art form. Our organization oversees two community-driven, arthouse cinemas: the Ruth Sokolof Theater, the two-screen venue we opened in 2007 in North Downtown Omaha, and the Dundee Theater, Omaha's longest surviving neighborhood cinema, which we renovated and reopened as our second location in 2017. More information at FilmStreams.org.