

## **Assistant Movie Theatre Manager Job Description**

### **Rialto Cinemas CERRITO & Rialto Cinemas ELMWOOD**

Rialto Cinemas is currently seeking Assistant Managers for both Rialto Cinemas Cerrito in El Cerrito and Rialto Cinemas Elmwood in Berkeley. We believe in the power of moviegoing as both a cultural and social experience. We are looking for talented individuals who will take pride in all aspects of theatre operations to join our team. Assistant Managers are responsible for supporting the management and play a key role in the day-to-day operation of the theatre. They are the eyes and ears of the company at the theatre.

This is a part-time job: 20-30 hours/week – primarily evenings and weekends.

Responsibilities include:

- Oversee and ensure seamless theatre operation
- Ensure excellent customer service and outstanding presentation both on screen and in all public spaces
- Staff training and development
- Enforce staff appearance guidelines and dress code
- Maintain a clean and safe environment throughout the theatre
- Delegate staff where most effective and ensure breaks are appropriate to business
- Communicate professionally and concisely on a consistent basis with staff and management
- Cash handling, inventory control, and payroll management
- Crowd control
- Operate and troubleshoot equipment including concessions and projection equipment
- Ensure that concession items are merchandised and presented to maximize sales
- Implement theatre level marketing initiatives as directed
- Develop and maintain a team oriented environment

Requirements:

- Previous movie theatre experience or food service is desired
- Staff is required to work nights, weekends and holidays
- Excellent communication skills, attention to detail and superior customer service are essential
- Food Handlers Permit is required & RBS Training will be provided

We are looking for a candidate with a passion for the movie industry, they possess a keen sense of urgency and be extremely detail-oriented while simultaneously looking at the big picture

Applicants must be at least 18 years of age to serve alcohol at our Rialto Cinemas ELMWOOD location; 21 years of age in order to serve alcohol at our Rialto Cinemas CERRITO location

We offer tip sharing, free popcorn & FREE MOVIES!  
Starting Salary Range \$18.50 - \$19.00

Please email your resume along with a short note describing why would you be a great fit for this position:  
[info@rialtocinemaselmwood.com](mailto:info@rialtocinemaselmwood.com) or [info@rialtocinemaserrito.com](mailto:info@rialtocinemaserrito.com)

Applications are available at both Rialto Cinemas CERRITO 10070 San Pablo Avenue, El Cerrito CA or Rialto Cinemas ELMWOOD 2966 College Avenue, Berkeley, CA

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