

JOB VACANCY - ASSISTANT MANAGER

Cinema Assistant Managers are responsible for the day-to-day running of the cinema, and are able to deputise for the manager in their absence. No two days are ever the same, and it's your responsibility to make sure each and every customer has the best possible experience, as well as making sure that while you are on duty, your cinema operates safely and in compliance with all head office and local licensing requirements. You will have the opportunity to undertake off-site training during your initial training period.

The Cinema

East Grinstead is a 3-screen cinema, part of a larger leisure building that also houses pubs, clubs and restaurants. The cinema attains around 90-95,000 admissions per year. The bar (with its outside rooftop seating terrace) trades successfully with an average daily retail spend per head of £2.50. The cinema is successful with mainstream film product, though independent films and Event Cinema are growing in popularity.

About You

We are looking for someone with at least a years' experience in a leisure or retail management environment, with experience in a customer facing role. You will possess excellent customer service skills, and the ability to lead from the front to drive your team. You will understand the importance of back office admin, stock control, and cash procedures. We're not necessarily looking for someone with a background in cinema, but any knowledge of the industry will help your application. We offer full on-site and off-site training in all areas. Above all, you must be keen, willing to learn, and have a strong love of film. You will either hold a personal license (for alcohol sales) or be willing to undertake a training course within one month of appointment.

The Job Description

- Runs the cinema in a customer facing environment, deputising for the manager where appropriate.
- Ensures the day-to-day running of the cinema complies with all Head Office, Health & Safety and Local Licensing requirements
- Sale of cinema tickets, refreshments and alcohol. Ushering and cleaning duties as appropriate to the role.
- Helps with stock control, such as merchandising, rotation, wastage control and ordering.
- Construction of weekly staff shift rotas, and submission of payroll data to Head Office.
- Acts upon instructions issued by the manager, General Manager, Support Manager, Accounts Manager, and Company Directors.
- Readies the cinema for the day ahead, including controlling the digital projection system where necessary.
- Cashing up at the end of the day, and ensures that takings are readied to be banked.
- Ensures the highest standard of customer service at all times.
- Prepares weekly exhibition playlists, including ingesting feature films and KDM's.

Key Skills

- Good working knowledge of MS Word & Excel
- IT knowledge to include the use of email, and the ability to use and adapt to proprietary company software.
- Excellent customer service standards
- Good mathematical skills when working with money, spreadsheets and figures
- Good communication skills

Pay & Benefits

The rate of pay for this position is negotiable depending on experience. The position is for an average of 40 hours per week. Shifts will include evenings, weekends, bank and school holidays. We offer paid breaks, 28 days' annual leave, automatic enrolment into a pension scheme, discounts on refreshments and free cinema tickets for yourself and your family.

Applications

To apply for this position, please drop a covering letter and CV into the cinema. Alternatively, send it by e-mail to customerservice@scottcinemas.co.uk, or by post to: Manager, Scott Cinemas, 5th Floor Atrium Building, King Street, East Grinstead, RH19 3DJ. **The closing date for applications is Friday 20th January.**

PLEASE NOTE: Upon successful appointment, the applicant will undergo off-site training for 2-3 weeks at one of our cinemas in the South West (at company expense).