



GPO Box 3008 ■ Darwin NT 0801 ■ Tel: (08) 8941 4377 ■ Fax: (08) 8981 9755 ■ ABN: 19 676 696 024

POSITION DESCRIPTION

DUTY MANAGER - Deckchair Cinema

Background Information

Deckchair Cinema is an open-air cinema situated on Darwin harbour. The cinema presents a varied film program screening nightly from April to November with double features on Friday and Saturdays and some public holidays and special events. Deckchair Cinema is a not-for-profit community organisation established by the Darwin Film Society in 1994. The Film Society oversee the overall management of the Deckchair Cinema as well as present "Flix in the Wet", an indoor film program from January to March. This year, Deckchair Cinema's season runs from mid-April to mid-November.

Deckchair is a single-screen cinema with digital (2K) projection facilities, with past seasons attracting over 45,000 people during the April – November opening months. The venue includes a licensed kiosk and has capacity for 430 patrons.

Job Summary

The Duty Manager is responsible for overseeing the nightly operation of the Deckchair Cinema including responsibility for staff and all tasks to be completed, troubleshooting under pressure (such as patron, IT and technical issues), oversight for the projector and lighting systems, queuing, ticketing, and kiosk sales.

Reporting

The Duty Manager directly responsible to the Operations Manager.

Award

Broadcasting and Recorded Entertainment Award 2010 ([MA000091](#)).

Conditions of Employment

Employment is on a casual basis, plus statutory superannuation, with no leave entitlements.

The Duty Manager position is required to work the full season from April – November, and at least 2-3 shifts per week. The general hours of work are between 5.00pm and 10pm, with additional hours for double sessions, over weekends, and/or projection set up shifts.

Your own transport to Deckchair Cinema is required.





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Key Responsibilities

- Nightly set up, opening and closing of venue
- Supervision of casual staff (box office and kiosk) including ongoing on-the-job training and ensuring all job tasks are completed nightly
- Managing nightly operation of the automated projection and lighting system
- Assistance in box office with sales and admissions
- Assistance in kiosk with beverage, snack and merchandise sales
- Assistance with nightly requirements of cinema operations (re-stocking, cleaning etc)
- Weekly ordering, receipt, inventory and monitoring of kiosk stock levels
- Representing casual workforce on the Work Health and Safety committee to ensure WHS requirements, such as waste, hazards, incident reporting, cleanliness etc. are met
- Assistance with onsite operation of events
- Oversight for cash handling including counting, balancing and reconciliation of nightly takings from both box office and kiosk
- Monitoring film arrival and dispatch, and testing of films for upcoming sessions
- Overseeing nightly operation of the automated projection and lighting system
- Maintaining audio and technical equipment in good working order
- Other administrative and venue support as directed by the Operations Manager and/or General Manager.

Selection Criteria

1. Strong interpersonal skills including experience managing/supervising staff, and high level customer service experience
2. Experience in cash handling, reconciliation and reporting, as well as sales, inventory, stock control and stock ordering in a hospitality environment
3. Demonstrated experience in venue and /or hospitality / tourism operations including familiarity with computers for data entry and reporting
4. Technical understanding and working knowledge of cinema operations including digital (and other) film projection, lighting and audio systems
5. Effective problem solving and communication skills
6. Proof of current Responsible Service of Alcohol (RSA) certificate, and be over 18 years of age
7. Must be eligible to be appointed Licensee of the Deckchair Cinema (police check required)
8. Proof of current Apply First Aid certificate, or the ability to obtain
9. An interest in film and screen culture.

