

**DOWNING FILM CENTER**  
**JOB DESCRIPTION**  
**CASHIER/PROJECTIONIST**

**Job Requirements:** We are looking for a self-starter with a passion for film; good people skills; leadership qualities; computer literacy; the ability to multitask; and a flexible schedule, including weekdays, weekends, evenings, and holidays.

This is a part-time position (usually up to 10 hours per week, but could occasionally be more), and we will train *strong* candidates.

**An individual employed in this position will be required to perform the following duties:**

Foster an inviting atmosphere, show respect when dealing with fellow employees and the public

Be familiar with the films being screened, see as many films as possible

Troubleshoot and solve problems that arise with staff, patrons, or equipment

Ingest and build film programs for screen(s) on digital projectors and computers, using hard drives and web downloads

Sell tickets at box office computer, learn how to close out all reports

Work at the concession stand, learning all the ins and outs of this job

Train others in operation of digital projectors, ticketing system, and concession stand

Answer the telephone, taking messages if necessary

Check and empty all garbage cans, take bags to outside dumpster

Open and close facility when assigned to do so

Communicate with executive director about all transactions at the theater

Other duties as determined by the executive director and/or theater manager