



**GENERAL MANAGER**  
**AMHERST CINEMA ARTS CENTER, INC.**  
Amherst, Massachusetts [www.amherstcinema.org](http://www.amherstcinema.org)

Amherst Cinema Arts Center invites experienced and highly motivated candidates to apply for its General Manager position. The General Manager is a pivotal member of our team and responsible for managing all aspects of daily and venue operations of the Cinema. This is a senior management position with significant hands-on, front-line responsibility.

**Essential Functions:**

- **Budget and Resource Allocation:** Work with the Executive Director, Business Manager and staff to identify organizational needs and priorities. Co-develop a budget and allocate resources to ensure continued delivery of the Cinema's well-known and celebrated programming.
- **Equipment and Facilities:** Provide a safe, sanitary work environment conforming to all standards and regulations. Work with local and state officials to maintain compliance in all areas, including but not limited to ADA compliance, building, fire, sprinkler and elevator inspections. Manage projects related to the maintenance, repair and improvement and renovation of the cinema buildings and interior furnishings. In collaboration with the Front of House Manager, oversee daily cleaning of the theaters and maintenance and repair of the buildings and their furnishings, including HVAC units, theater lobby, box office and concession stand; in collaboration with the Head Projectionist, oversee the maintenance and upkeep of the projection booths and sound equipment. Identify areas in need of improvement and plan for and schedule upgrades.
- **Team Leadership:** Manage the Front of House team and collaboratively work with staff and leadership to continually explore and co-create working practices and policies prioritizing the creation and maintenance of a safe and healthy workplace culture. Promote, cultivate and engage with diversity, equity and inclusion in all its forms.
- **Technology:** Develop a broad working knowledge of the Cinema's key technologies (film projection systems, POS and IT systems, audio/visual equipment, etc.) and develop basic problem-solving skills related to all technologies and mechanics housed in the Cinema.
- **Event Management:** Stage live events (in-person or virtual), including but not limited to post-screening Q&As, panel discussions, academic presentations and lectures, multimedia performances and live music. Cultivate a welcoming atmosphere, and attend to and meet the needs of the Cinema's invited guests, talent and clients.
- **Organizational Representative:** Assist the Executive Director in any function as needed; serve as an official representative of the Cinema to the press, in meetings with strategic and community partners, and at social, development, municipal or political events.
- Perform other duties and responsibilities as assigned.

The position requires a flexible work schedule, primarily daytime business hours with frequent evenings, and occasional weekends, on-call availability and holiday shifts. The General Manager and reports to the Executive Director and supervises the Front of House Manager and Head Projectionist/ Event Technology Manager.

**Salary Range:** \$55,000 - \$60,000 annually, commensurate with experience with options to participate in health, dental and retirement plans.

**Qualifications/Skills:**

- Bachelor's degree preferred, but not required. A combination of practical experience and education will be strongly considered. Knowledge and experience in a customer service-oriented field and/or cinema management preferred.
- Minimum 3+ years as a senior manager; experience working with labor union preferred but not required.
- Experience and understanding of budget management and financial monitoring. Experience allocating organizational resources, negotiating vendor contracts and maintenance of facilities and repair.
- Strong problem-solving skills and ability to prioritize effectively and efficiently.
- Strong technical aptitude and proficiencies.
- Emotionally intelligent and proven leader with excellent people management skills; including the ability to foster trust, commitment and a sense of responsibility within a team and exercise sound judgment.
- Exemplary customer service skills combined with persistence, patience and empathy in working with various groups of people.
- **LANGUAGE SKILLS:** Ability to read and interpret documents in English as well as the ability to write routine correspondence in English. Ability to speak effectively in English before groups of customers or employees. Ability to communicate in Spanish is highly desirable, but not required.
- **PHYSICAL DEMANDS:** While performing the duties of this job, the employee is frequently required to sit, stand, bend, kneel, walk, talk and hear, and/or use hands to finger, handle, or touch objects, tools, or controls. The employee must occasionally lift, push or move up to 50 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus. The mental and physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.
- **WORK AUTHORIZATION:** United States work authorization required.
- **COVID-19 PRECAUTIONS:** Proof of COVID-19 full vaccination and booster shot required.

**To apply, please submit a cover letter and resume to:** [jobs@amherstcinema.org](mailto:jobs@amherstcinema.org) Resumes submitted without cover letters will not be considered. Review of applications will begin on December 9, 2022, and continue until the position is filled.

*Amherst Cinema is an independent, nonprofit arts and education center brimming with world-class programs. Our comfortable, fully accessible theater offers state-of-the-art projection and sound, and is a beloved cultural institution in Western Massachusetts.*

*Amherst Cinema is an equal opportunity employer and committed to hiring team members from diverse backgrounds, perspectives, and lived experiences. All applicants will be considered for employment without attention race, color, religious creed, national origin, ancestry, sex, gender identity, age, criminal record, handicap (disability), mental illness, sexual harassment, sexual orientation, military status, genetics, and pregnancy or pregnancy related condition.*

Updated December 9, 2022