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## ***Movie Concessions/Ticket Sales Staff***

**JOB:** Full/Part-Time (Non-Exempt)

**DEPARTMENT:** Programming

**REPORTS TO:** Vice President of Programming and Orchestra Hall Supervisor

**SUMMARY:** The Movie Concessions/Ticket Sales Staff sells movie tickets and concessions during scheduled movie showings. This position is also responsible for overseeing and balancing the cash register, making daily deposits and cleaning/maintaining Orchestra Hall following each movie.

Must be available to work from mid-May to Labor Day, including days, evenings, weekends and all summer holidays (Memorial Day weekend, Fourth of July and Labor Day weekend). Lakeside provides affordable dorm housing in a camp environment.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Demonstrate quality customer service
- Sell movie tickets and concessions
- Manage cash drawer and reconcile daily
- Track ticket and concession sales daily
- Work with Orchestra Hall Supervisor to prepare ticket reports and ensure daily ticket totals are reported to ticket data vendor (Rentrak or other)
- Maintain inventory of concession items; notify Orchestra Hall Supervisor when inventory is low
- Clean facility after each movie to ensure a quality experience

**QUALIFICATIONS:** To perform this job successfully, you must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:** High school graduate or its equivalent with five years related experience required. Public relations skills. Previous experience in handling licensing agreements with motion picture studios and scheduling experience in programming. Must have a working knowledge of audiovisual and sound equipment, including the set-up, installation, repair and operation of equipment.

**LANGUAGE SKILLS:** The ability to read and interpret documents, such as operating/maintenance instructions and procedure manuals. The ability to write routine reports and correspondence. The ability to speak effectively with guests, co-workers and groups. Basic understanding of Microsoft Excel or other spreadsheet software.

**MATHMATICAL SKILLS:** The ability to calculate figures and amounts such as discounts, interest, commissions, portions, percentages and to apply the basic math concepts.

**REASONING ABILITY:** The ability to solve practical problems and deal with a variety of concrete variables in situations. The ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. The ability to interpret a variety of instructions.

**PHYSICAL DEMANDS & WORK ENVIRONMENT:** While performing the duties of this job, the employee is regularly required to sit, stand, walk, reach with hands and arms, climb or balance, stoop or kneel, talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee must regularly lift and/or move more than 20+ pounds. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**FOR MORE INFORMATION, PLEASE CONTACT:**

employment@lakesideohio.com

*Please note: this job description is a work in progress. It may change with experience and input from key staff members. Other duties may be assigned to or deleted from this position as needed.*

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Applicant/Employee Signature

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Date

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Supervisor Signature

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Date