

Cinema Duty 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**

Bridgwater is a new 7 screen cinema, and is a flagship venue of the WTW & Scott Cinemas estate. Spread over two levels, this new cinema has been fit out to a very high standard, and is a mix of contemporary multiplex and boutique offerings. A VIP Private Hire suite on the first floor provides ample opportunity to develop the hire market. Currently trading to around 180,000 admissions per year and a retail spend-per-head of no less than £5.00, the cinema is already the top performer in the Group and will continue to improve.

**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 or be willing to undertake a training course within one month of appointment.

**Key Job Description Tasks**

- Runs the cinema in a customer facing environment, deputising for the General & Assistant Managers 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.
- Manage all employees so as to effectively recruit, train, evaluate, motivate, delegate and monitor their performance to meet the Company Standards.
- Promptly acts upon instructions issued by the General & Assistant Manager, Support Managers, 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.
- Can liaise with local businesses to develop marketing strategies with the whole management team
- 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.
- Outstanding customer service standards
- Good mathematical skills when working with money, spreadsheets and figures
- Good communication skills
- Have commercial awareness to support the development of the Cinema.

**Pay & Benefits**

The is a salaried position at £23,000 per annum upon commencement and training, rising to £25,350 after 3 months if performance standards targets are met. This is for an average of 37.5 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 [manager@bridgwater.scottcinemas.co.uk](mailto:manager@bridgwater.scottcinemas.co.uk), or by post to: General Manager, Scott Cinemas, Northgate Yard, Mount Street, Bridgwater, Somerset, TA6 3FQ.

All applicants must be eligible to live and work in the UK upon application. Documented evidence of eligibility will be required from candidates prior to commencing employment.