

Position Title: OFFICE & OPERATIONS MANAGER

Reports to: Director and works closely with Communications Coordinator, Membership Associate/Volunteer Coordinator, and Associate Manager.

Film Streams, a nonprofit organization devoted to the presentation and discussion of film as an art form, is looking for a full-time Office Manager to begin immediately.

Film Streams' two-screen cinema opened in July 2007 within a new entertainment development anchored by music label Saddle Creek Records. We show films seven-days-a-week, featuring first-run independents, foreign films and documentaries, and repertory selections from throughout the history of cinema.

The Office Manager is part of a five-person management team responsible for both the operations and strategic direction of Film Streams. We are looking for a person who believes in and is engaged in our mission, and is willing to extend and collaborate to build and grow the organization.

Responsibilities:

- Our Office Manager will be responsible for the smooth operation of the day to day business of both the nonprofit administration and the cinema. Responsibilities include, but are not limited to:
- Human Resource management including collaborating with our bookkeeper on payroll, hiring and communicating with part-time box office, concession, & projection staff
- Theater operations including setting showtimes and print trafficking (overseeing ship-out, pick-up, and delivery of 35mm films)
- Distributor Relations including box office reporting and film rental payment
- Bidding orders and managing relationships with all supply vendors, with attention to efficiency of operations and economy.
- Coordinating with box office staff and bookkeeper on daily deposits
- Overseeing daytime facility rentals and rental bookings
- Managing & processing building and equipment maintenance
- Administrative Office oversight including organization, supply and equipment ordering, and IT needs
- Liaison between weekday office operations and nighttime/weekend theater operations.
- Patron relations
- Event management- including logistics & prep for annual gala, education events, special screenings, and board meetings

As an integral part of our staff (and one of four full-time, salaried staff members), the qualified candidate will have the opportunity to implement new ideas and systems essential for the growth of a new organization.

Qualifications:

This person should exhibit exceptional judgment, be an excellent multi-tasker, extraordinarily well-organized, dedicated, efficient and communicative. She or he should have an understanding of & appreciation for Film Streams' mission. Applicants should have excellent computer skills—including, preferably, knowledge of Microsoft Office.

Salary commensurate with experience. Benefit package provided.

To apply, send a resume and brief statement of interest to [rachel@filmstreams.org](mailto:rachel@filmstreams.org).