

AMERICAN FILM INSTITUTE
JOB DESCRIPTION

POSITION: Team Member
DEPARTMENT: AFI Silver Theatre
LOCATION: Silver Spring, MD

The American Film Institute is a nonprofit organization with a mandate to champion the moving image as an art form. Established in 1967, AFI launched the first comprehensive history of American film and sparked the movement for film preservation in the United States. In 1969, AFI opened the doors of the AFI Conservatory, a graduate-level program to train narrative filmmakers.

PRINCIPAL RESPONSIBILITIES:

The Team Member is responsible for supporting the AFI Silver Theatre in all areas, such as concession, box office and usher duties, according to business needs.

Principal Duties:

Perform concession duties; prepare, serve, and sell food and beverage items, practice suggestive selling and up selling, restock inventory, maintain cleanliness of concession area and equipment, and operate and clean machinery.

Perform box office duties; ticket and gift certificate sales, provide show times and information, regarding film content, ratings, AFI Silver policies and manage passes and pass log.

Perform usher duties; greet, assist, and direct guests, collect tickets, monitor auditoriums, and maintain cleanliness of all theater areas.

Perform other duties and responsibilities as assigned.

Experience/Skills Required:

High School diploma required, bachelor's degree preferred.

Minimum one-year prior movie theater experience preferred.

Cash handling experience required.

Knowledge of automated point-of-sale box office and concession software helpful.

Excellent oral and written communication skills.

Availability for evening, weekend, and holiday shifts.

Ability to maintain professional composure when dealing with challenging circumstances or patrons.

Strong self-motivation and self-initiative, with the ability to take direction as well as work independently on multiple projects.

Proven ability to handle numerous details, with appropriate follow up and reporting activities.

Must demonstrate a friendly and cooperative attitude with internal and external contacts.

Must be able to lift minimum of 50 lb.

Must be able to stand for long periods of time.

Salary: \$15.01 per hour