

Picturehouse Cinemas Limited Deputy General Manager, Duke's at Komedia, Brighton

The cinema presents a diverse programme, ranging from blockbusters to independent, foreign-language, documentary and kids' films, as well as live broadcasts from the world's best arts venues, such as the National Theatre, Royal Shakespeare Company, Bolshoi Ballet and New York Met Opera.

Duke's at Komedia is part of Picturehouse Cinemas (www.picturehouses.co.uk) who operate 23 cinemas across the UK and are a stand-alone division of Cineworld PLC.

Vacancy

We are looking for an experienced and enthusiastic Deputy General Manager who can bring the Picturehouse way of working to this exciting venue.

Please note there is a requirement to work 40 hours per week over any of the seven days with regular work at evenings and weekends.

We offer a salary of £24,900 dependant on experience plus bonus opportunities.

Office

The Deputy General Manager is based at Duke's at Komedia, 44-47 Gardner Street, Brighton, BN1 1UN

Here are the perks we currently offer:

Two guest tickets a week	Picturehouse food and drinks discount	Staff Screenings	All the benefits of being a Picturehouse Member
Unlimited free tickets at Picturehouse			
Unlimited free tickets at Cineworld	Cineworld food and drink Discounts	Enhanced eye care	Kiosk Snacks
Free hot drinks and draught soft drinks	Cineworld food and drink discounts	Maternity and adoption leave	Cycle to work scheme
Childcare Vouchers	Staff food	Supporting Partner's Leave	Sick Pay
			Pension Contributions

Application

To apply for this position please send your CV and covering letter to alex.e@picturehouses.co.uk with "DGM, Duke's at Komedia" in the subject line by Thursday 7th June 2018.

Job Description: Deputy General Manager

Job Purpose

To support the General Manager's overall responsibility for the day to day management of a designated cinema and to work with the General Manager to provide leadership to maximise the business's growth and profitability at that cinema.

To deputise for the General Manager when the General Manager is absent.

To manage operational shifts at the cinema, ensuring a regular presence at key, busy shifts (including working a fair share of weekends and evenings).

Main Duties

1. Assisting the General Manager with providing direction and growth for the business and its staff.
2. Ensuring staff are equipped to meet customers' expectations by recruiting and training the right people and communicating priorities and other relevant information.
3. Setting the scene for customers' visits; ensuring that first impressions are good through maintaining clean and tidy spaces with well-stocked displays.
4. Assisting with the cinema's food and beverage operations; ensuring that there is a consistently high quality experience and effective service.
5. Building a loyal audience through ensuring customer service is at its best at all times.
6. Keeping good records and ensuring everyone is accountable for their areas of responsibility.
7. Maintaining good financial controls, including assisting the General Manager with managing costs within given budgets; setting flexible staffing levels that ensure that the cinema is adequately and efficiently staffed according to the cinema's anticipated business levels.
8. Assisting the General Manager with maximising audiences for films and other events through marketing the cinema within given resources including increasing membership sales and email list numbers and using printed material to its best advantage.
9. Reporting relevant information to Head Office; liaising with Head Office about building maintenance issues and helping set priorities for expenditure.
10. Undertaking Duty Management shifts in accordance with the company's standard Duty Manager Job description.
11. Having a working knowledge of digital projection; showing films in digital formats when required in the absence of technical staff.
12. Undertaking any other duties which may be reasonably requested of you by the Company for the effective functioning of the cinema and to maximise its business.
13. Note: This job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and is therefore subject to amendment.

Person Specification: Deputy General Manager

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • none 	<ul style="list-style-type: none"> • Current Personal Licence • Current First Aid at Work or Appointed Persons qualification
Attainments / competencies	<ul style="list-style-type: none"> • Leadership skills • Staff Management skills • Customer service skills • Administration skills • Marketing skills 	<ul style="list-style-type: none"> • Creation of Risk Assessments • Financial control skills (budget management) • Front of House management skills • Projection skills
Previous experience	<ul style="list-style-type: none"> • Management or Supervisory experience in a cinema or retail environment • Management or Supervisory experience in a Food and Beverage environment 	<ul style="list-style-type: none"> • Event management • Bar skills • VISTA
Special aptitudes (eg oral or written skills, manual dexterity)	<ul style="list-style-type: none"> • Computer skills (Documents, spreadsheets, email, internet) • Proactive approach • Numerical skills (for cash handling, budget management etc.) • Literacy skills (report writing, marketing etc.) • Problem solving ability • Good communication skills (especially oral) • Authority to deal with customers and staff in an emergency situation • Ability to set high standards of appearance 	<ul style="list-style-type: none"> • Demonstrates potential to become a General Manager
Other	<ul style="list-style-type: none"> • Willingness to work evenings and weekends • An interest in film 	<ul style="list-style-type: none"> • Good knowledge of independent film.