



Picturehouse Cinemas Limited Duty Manager, Picturehouse Exeter, March 2019

Opened in 1996, Picturehouse Exeter is built on the site of an old bus garage within the walls of the city, ensuring the quirky building matches the range of independent, arthouse and mainstream screenings. Independent, art-house and foreign-language films have always been central to our profile. Equally, each of our cinemas is programmed in response to its local audience, and most of our venues have mainstream blockbusters and quality crossover titles in the mix. Picturehouse cinemas have bars and, where possible, restaurants which are central to the experience and are important to providing a 'grown-up' experience for our audiences. Providing quality food and drink is as important as providing quality films.

Picturehouse Exeter is part of Picturehouse Cinemas who operate 25 cinemas across the UK and are a stand-alone division of Cineworld PLC

https://www.picturehouses.com/cinema/Exeter_Picturehouse

Vacancy

We are looking for an experienced and enthusiastic Duty Manager who can bring passion, innovation and the Picturehouse way of working to this exciting venue.

Please note there is a requirement to work to work 35-40 hours per week over five of the seven days which includes weekends. You will need to be fully flexible where shift times will be between 9:00AM and midnight.

We offer an hourly rate of £10.55 plus bonus opportunities.

Office

The Duty Manager will be based at Exeter Picturehouse, 51 Bartholomew Street West, Exeter, EX4 3AJ

[PICTUREHOUSES.COM](https://www.picturehouses.com)

enquiries@picturehouses.co.uk 020 7734 4342 [f/Picturehouses](https://www.facebook.com/Picturehouses) [@Picturehouses](https://www.instagram.com/Picturehouses)
Picturehouse Cinemas Ltd, 7th Floor, St Vincent House, 30 Orange Street, London WC2H 7HH

Picturehouse Cinemas Limited, Registered in England and Wales (Reg. No. 02310403), 8th Floor, Vantage London, Great West Road, Brentford, TW8 9AG. VAT number: 605 9665 19



PICTUREHOUSE CINEMAS STAFF PACKAGE

INDIVIDUAL AND SHARED MEMBERSHIP BONUSES

DOUBLE PAY ON BANK HOLIDAYS

LATE NIGHT WORKING ALLOWANCE

UNLIMITED FREE CINEMA TICKETS

Any film or event for free at any Picturehouse Cinema, subject to availability.

FREE GUEST TICKETS

Once a week, staff can bring two guests to any film or event at Picturehouse Cinemas for free, subject to availability.

FREE CINEWORLD TICKETS

A free ticket per week to any screening at any Cineworld cinema, subject to availability.

FREE HOT DRINKS AND DRAUGHT SOFT DRINKS

Whilst on shift.

CHILDCARE VOUCHERS

Employees can choose to have part of their salary paid in childcare vouchers and so save tax.

PICTUREHOUSE FOOD AND DRINK DISCOUNTS

30% off food and drink at Picturehouse Cinemas.

CINEWORLD FOOD AND DRINK DISCOUNTS

10% off food and drink at Cineworld.

STAFF FOOD

50% off food during off-peak times at cinemas with kitchens when on shift.

FREE STAFF SCREENINGS

CAREER DEVELOPMENT OPPORTUNITIES

The vast majority of the people running Picturehouse began in customer service roles.

ENHANCED EYE CARE

Full sight and eye health check. Contributions to frames if glasses are solely required for screen use.

MATERNITY AND ADOPTION LEAVE

All employees, regardless of their length of service, qualify for 26 weeks' maternity/adoption leave and 26 weeks' additional maternity/adoption leave. 39 weeks' statutory maternity/adoption pay after reaching the service and earning requirements.

SUPPORTING PARTNER'S LEAVE

All employees, regardless of their length of service, qualify for two weeks' statutory paid leave.

ALL THE BENEFITS OF A PICTUREHOUSE MEMBERSHIP

Including discounts at local and national businesses.

KIOSK SNACKS

Free popcorn, a draught soft drink or a hot drink when watching a film.

CYCLE TO WORK SCHEME

Up to 42% savings on bikes and accessories.

COMPANY SICK PAY

Statutory sick pay. Company sick pay after one year's service.

INCREASED PENSION CONTRIBUTIONS

Picturehouse makes pension contributions for all staff. All staff can choose to increase contributions after two years, and the company will increase its contributions.

For more details about our pay, visit

[PICTUREHOUSES.COM/PAY](https://www.picturehouses.com/pay)

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Application

To apply for this position please send your CV and covering letter to exeter@picturehouses.co.uk with "Duty Manager, Exeter" in the subject line by 05th April 2019.

JOB TITLE	Duty Manager
DIRECT REPORT TO	Deputy General Manager General Manager (in the absence of Deputy General Manager)
RESPONSIBLE FOR	Supervisors and Customer Service Assistants
JOB PURPOSE	To deliver the key business objectives and operational excellence through effective management of people and cinema operations. Responsible for managing, coaching and motivating the team to consistently deliver an exceptional customer experience. Provide an engaging work environment, championing succession and development opportunities for all. Be the Duty Manager for the cinema on a regular basis. Focused on delivering excellence in all areas of the business and supporting colleagues, whilst ensuring maximum contribution to the delivery of the cinema's KPIs.
MAIN DUTIES	<p>As per Supervisor job description plus:</p> <ul style="list-style-type: none">• Deputise for the General Manager (in the absence of a Deputy General Manager)• Ensure effective delivery of all business KPIs and business objectives• Ensure that the business is running efficiently, effectively and in line with company expectations, policies and procedures• Ensure any assigned area of responsibility is delivered in line with business requirements <p>People – You will:</p> <ul style="list-style-type: none">• Engage teams to deliver improved business results through effective people management practices including coaching, mentoring and driving personal accountability, development and performance• Implement, deliver and achieve your business and performance excellence objectives• Encourage a positive work environment where all employees feel supported <p>Customer – You will:</p> <ul style="list-style-type: none">• Maintain a management presence at key business times to improve the Customer journey and support your team to deliver a positive customer experience• Maintain, build and promote awareness of film product, promotions etc.

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	<p>Operational Excellence – You will:</p> <ul style="list-style-type: none">• Ensure the highest standard of on screen presentation, programming, scheduling, housekeeping, maintenance and operational standards are upheld at all times• Ensure staff scheduling and deployment is managed accordingly to meet the demands of the business• Ensure the wellbeing of all employees, customers and visitors is in line with Health & Safety policy, company procedures and operational guidelines• Ensure all relevant licensing, legislative and business compliance is adhered to• Maintain operational standards to Company expectation <p>Finance – You will:</p> <ul style="list-style-type: none">• Awareness of the cinemas controllable P&L/petty cash expenditure and payroll costs to ensure in line with forecasts, targets and budgets• Manage risk by minimising fraud, cash and stock loss within the business and maintain banking controls• Maximise all revenue opportunities including retail and Membership sales through effective management and promotional initiatives and incentives <p>Along with your main duties, you will also be expected to carry out any other duties that are reasonably asked of you.</p>
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PERSON SPECIFICATION	
ATTRIBUTES AND EXPERIENCE	
Essential:	<ul style="list-style-type: none">• Confident in communication with customers and colleagues• Ability to integrate with the team and demonstrate effective leadership• Adaptable and flexible to changing circumstances• Good organisational skills, effective time management and ability to prioritise tasks• Resourceful and able to work under pressure• Customer facing experience, in particular in a retail, leisure or hospitality environment• Takes initiative and is pro-active when working autonomously• Numeracy and Literacy skills• IT literate (Microsoft Office suit, industry bespoke software)• Available to work at key business times i.e. evenings and weekends• Is flexible on location (able to travel a reasonable distance where applicable)• Supervisory or line management experience
Desirable	<ul style="list-style-type: none">• Local marketing experience• Knowledge of or a willingness to learn about Audio Visual presentation• An interest in and knowledge of film and Picturehouse's programming strands