



Picturehouse Cinemas Limited

General Manager, Duke of York's and Duke's at Komedia, September 2019

The Brighton Picturehouse cinemas offer a diverse programme, ranging from blockbusters to independent, foreign-language and documentary films, as well as live broadcasts from the world's best arts venues, such as National Theatre, Royal Opera House and New York Met Opera.

Duke of York's Picturehouse is the oldest, purpose-built, continually operating cinema in Britain. It was opened in 1910 and has been run by Picturehouse since 1994. It has a single screen which houses 274 seats. As well as an eclectic film programme, the cinema is a multi-purpose venue and often holds live music gigs, conferences and weddings. The cinema has full digital and 35mm projection capabilities.

Duke's at Komedia was opened in 2012, it has 241 seats across two screens, as well as a modern bar space and a bustling, street-level café that serves a range of food, hot drinks and cakes. The building is shared with Brighton's famous Komedia club.

Duke of York's and Duke's at Komedia are part of Picturehouse Cinemas (www.picturehouses.co.uk) who operate 26 cinemas across the UK and are a stand-alone division of Cineworld PLC.

Vacancy

We are looking for an experienced and enthusiastic General Manager who can bring the Picturehouse way of working to both of these iconic Brighton venues, working across both buildings

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

We offer a salary of £32,000 dependant on experience plus bonus opportunities

Office

The General Manager will be based at both venues; Duke of York's, Preston Circus, Brighton BN1 4NA and Duke's at Komedia, 44-47 Gardner St, Brighton, BN1 1UN.

PICTUREHOUSES.COM

enquiries@picturehouses.co.uk 020 7734 4342 f/Picturehouses t@Picturehouses
Picturehouse Cinemas Ltd, 7th Floor, St Vincent House, 30 Orange Street, London WC2H 7HH



Application

To apply for this position please send your CV and cover letter to jobs@picturehouses.co.uk with "General Manager, Brighton" in the subject line by Monday 30th September 2019.

JOB TITLE	General Manager
DIRECT REPORT TO	Regional Manager
RESPONSIBLE FOR	Deputy General Manager
JOB PURPOSE	<p>The key responsibility of the role is to ensure the smooth running of the cinema with a focus on maximising business opportunities and growing the cinema's Membership base. Responsible for delivering business objectives by creating an environment where your people are trusted, empowered, engaged and coached to deliver the Picturehouse Experience for every customer.</p> <p>You are responsible for defining, setting and implementing the strategy to grow your business in line with Picturehouse's vision whilst maintaining its individual identity.</p>
MAIN DUTIES	<p>As per Deputy General Manager job description plus:</p> <ul style="list-style-type: none">• Lead and engage the whole cinema team deliver the Picturehouse Experience• Engage with the local community to keep yourself aware of local market conditions, the community you serve and your competitors• Develop and nurture internal and external relationships to help you achieve business objectives• Act as the contact point for local authorities and enforcement agencies• Manage the cinema's marketing; maximising audiences for films and other events by increasing numbers of Members, newsletter subscribers and social media followers <p>People - You will:</p> <ul style="list-style-type: none">• Accountability for the whole employee life cycle of all employees, with particular responsibility for your direct reports• Ensure regular rotation of your management team's responsibilities in order to drive their development

PICTUREHOUSES.COM

enquiries@picturehouses.co.uk 020 7734 4342 f/Picturehouses @Picturehouses
Picturehouse Cinemas Ltd, 7th Floor, St Vincent House, 30 Orange Street, London WC2H 7HH



- Develop effective succession plans to maintain the smooth running of the cinema
- Use effective communication methods to create an environment where high performance can be developed and maximised
- Proactively deliver feedback with the appropriate balance of support and challenge
- Promote an environment of trust and shared ownership within the management team

Customer - You will:

- Create an atmosphere which allows your team to deliver the Picturehouse Experience
- Use all available data to make things better for our customers
- Engage with customers by being visible and responding to their needs
- Make sure everything is working so that our customers are not disappointed

Operational Excellence - You will:

- Ensure relevant checks and balances are in place to ensure delivery of KPI's
- Establish practices which deliver consistent improvement in cleaning and general housekeeping
- Overall responsibility for managing the Health & Safety of your cinema and managing business risk
- Ensure all business policies and procedures are followed to expected business standards
- Liaise with the cinema's programmer to maximise the profitability of programming and scheduling

Finance - You will:

- Continually look for opportunities to implement initiatives to grow your business and grow EBITDA
- Effectively manage the cinema P&L in line with fluctuating business
- Be aware of, and take action to mitigate, financial risks to your business
- Ensure that a commercial approach is taken across all aspects of cinema management
-

Along with your main duties, you will also be expected to carry out any other duties that are reasonably asked of you.

[PICTUREHOUSES.COM](http://picturehouses.com)

enquiries@picturehouses.co.uk 020 7734 4342 f/Picturehouses t@Picturehouses
Picturehouse Cinemas Ltd, 7th Floor, St Vincent House, 30 Orange Street, London WC2H 7HH



PERSON SPECIFICATION

ATTRIBUTES AND EXPERIENCE

Essential:

- Delivers results through great people management
- Experience of running a standalone unit
- P&L Management
- Proven track record of delivering operational excellence
- Proven experience of managing performance at all levels
- Customer facing experience, in particular in a cinema / food / drink service environment
- IT literate (Microsoft Office suite, industry bespoke software)
- Available to work at key business times i.e. evenings and weekends
- Flexible on location (able to travel a reasonable distance)
- Experience of managing building maintenance
- Experience of managing private hires / events
- Local marketing experience

Desirable

- Significant knowledge of Audio Visual presentation
- DPS licence holder
- An interest in and knowledge of film and Picturehouse's programming strands

[PICTUREHOUSES.COM](http://picturehouses.com)

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