

TO: ALL QUALIFIED CANDIDATES

FROM: PROSPECTS, OPPORTUNITY AND ENRICHMENT, INC.

SUBJECT: JOB POSTING – PROSPECT

The Prospector Theater is a 501(c)(3) movie theater in

Ridgefield, Connecticut that employs and trains adults with disabilities.

Position: Prospect

We believe in meaningful work. What is meaningful work? Work that is challenging and worthwhile, a job you feel good about, a job you take pride in, a job that makes you happy, a job that makes you want to do better each time.

Prospects will assist in driving the mission of the Prospector Theater – to provide meaningful employment, vocational training, and opportunities to people with disabilities through the operation of a community-supported first run movie theater, which includes a restaurant, bar, café, and gift shop. Through this operation, the Prospector Theater enables a wide audience of moviegoers to create meaningful relationships with, and business opportunities for, people with disabilities in their communities, demonstrating that people with disabilities are valuable and employable contributors to society.

Responsibilities:

* Usher
* Provide an experience that is comfortable, distraction-free, and picture-perfect by ensuring guest service is friendly, helpful, and fast
* Control access to the theater by greeting guests, directing guests, and tearing tickets
* Assist with crowd control and seating of guests in theaters, while politely enforcing the Prospector Theater’s no cellphone policy
* Monitor auditoriums for picture/sound quality, temperature, lighting, and guest behavior
* Provide knowledge about the theater, including it’s amenities, features, and history
* Box Office
* Perform day-to-day box office operations, including ticket sales, gift card purchases, phone calls, etc.
* Handle customer questions, complaints, and issues promptly
* Provide knowledge about the theater, including it’s amenities, features, and history
* Concessions
* Handle customer’s concessions transactions, including taking orders, pouring drinks, popping popcorn, etc.
* Clean, restock, and maintain concessions stands
* Open and close concessions stands
* Clean Team
* Ensure the restrooms are clean and properly stocked with toilet paper, hand towels, etc.
* Work alongside the Clean Team Supervisor to clean the theaters between shows
* Vacuum, spot-clean, dust, wipe down areas, and empty trash cans inside/outside the building
* Events
* Work with the Events Manager and/or the Events Coordinator to ensure all meetings, parties, and other events are well-planned and efficiently executed
* Set up and take down for meetings, parties, etc. as directed
* Provide an experience that is comfortable and distraction-free
* Food & Beverage
* Assist in preparing menu items, including baked goods, appetizers, entrees, etc.
* Assist with cleaning, sanitation, and organization of the restaurant, kitchen, walk-in cooler, café, and all storage areas
* Handle customer interactions by placing orders, making drinks, pouring beverages, serving food, etc.
* Street Team
* Act as an ambassador to the Prospector Theater by passing out flyers, balloons, etc. around town
* Market the theater’s mission, movies, and events by speaking to the public in a polite, clear manner
* Assist the Director of Marketing as needed
* Creative Arts
* Create artwork that can be used for marketing purposes
* Create signs, banners, flyers, etc. using various graphic arts programs
* Assist the Graphic Arts Teacher as needed

Qualifications:

* High energy, “can-do” attitude, flexibility, teamwork, and attention to detail
* Desire and ability to work hard, both individually and as a team, as well as desire to learn and grow
* Commitment to the mission of The Prospector Theater

The Prospector Theater is an equal opportunity employer.

To Apply:

Please send resume and cover letter to [jobs@prospectortheater.org](mailto:jobs@prospectortheater.org).