

# 24: 1 Community Land Trust Cinema

## Cinema Service Crew Host (Part-time)

### Job Description

**Position:** The 24:1 Community Land Trust Cinema Service Crew Member is an integral part of the Cinema team. The Service Crew Host may be categorized into three general roles: Guest Service Host, Concession Host, and Box Office Host. A Host may be required to perform duties of more than one role during any particular work time.

#### **Primary responsibilities of all three Cinema Service Crew positions include:**

##### **GUEST SERVICE HOSTS**

Collect and tear tickets, issuing stubs for entry into the theaters  
Direct movement of people, and monitor attendance by MPPA ratings  
Monitor temperature, audio and visual film presentations and communicate issues to management  
Clean theater areas  
Receive theater deliveries and stock items  
Change signs, posters and marquees  
Assist with emergency guest evacuation  
Other duties as assigned

##### **CONCESSION HOSTS**

Prepare and serve products  
Collect money and make change for concession purchases  
Restock merchandize  
Collect coupons  
Maintain clean service area

##### **BOX OFFICE HOSTS**

Sell tickets  
Collect and make change  
Distribute and accept coupons  
Answer phones  
Change box office signage  
Complete reports  
Monitor attendance by MPAA ratings

#### **Other duties required of all Cinema Service Crew Hosts include, but are not limited to:**

- Greet and assist guests, maintaining a friendly and professional atmosphere
- Answer questions and provide information to guests
- Follow instructions from management
- Report to management any security and safety hazards
- Other duties as assigned

**Experience and Qualifications:**

- Must be at least 17 years old.
- Within 2 weeks of beginning employment, must provide proof of vaccination against the Hepatitis A virus
- Able to pass a background check
- Excellent customer service skills
- Excellent verbal and written communication skills
- Ability to work a flexible schedule to include: nights, weekends and holidays as needed
- Must be able to lift and carry up to 75 pounds, and bend, lift, stoop as needed
- Ability to stand for long periods of time
- Manual dexterity to operate and clean cinema equipment

**Application Instructions:**

Applications and Background Disclosures may be completed at the 24:1 Cinema, 6755 Page Blvd St. Louis, MO 63133. Applications, Background Disclosures, Resumes and cover letters may also be e-mailed to [DKing@241clt.org](mailto:DKing@241clt.org)

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*The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of all responsibilities, duties, and skills required. 24:1 Cinema is an Equal Opportunity Employer.*