

# Films Staff Job Description

## **Accountability**

The Films Staff person will report to the Films Staff Manager(s) and any member of the PSU Operations professional staff.

## **Scope**

Films Staff is responsible for staffing films sponsored by the A.P.P.S Film Council and classes in academic departments that are shown in Greenbriar Theater and I.G. Greer Cinema. They are responsible for ticket sales, concessions, technology, and security during the showing of these films. In addition to performance of duties, they are expected to offer excellent customer service to the diverse population of people that may attend the films.

## **Specific Responsibilities**

(This is a general list to start with. As this position develops, duties may be added or changed.)

- Operate Concessions by performing pre-show inventory, organizing counter, and handling transactions
- Leverage technological skills to operate screening equipment and troubleshoot any potential complications
- Maintain a safe and pleasurable screening experience for all patrons by being alert to problems that could interrupt normal operations and by providing security before the showing

## **Requirements**

- Maintain a semester grade point average of 2.00 (must have a cumulative grade point average of 2.00 to apply).
- Maintain good standing (not on probation) with the Office of Student Conduct.
- Uphold the Student Engagement and Leadership department's values of growth, respect, connectedness, respect, and sustainability as you work with fellow staff, professional staff, and patrons

If at any point during your employment you do not meet the requirements above, you may be put on probation or terminated, at the discretion of Plemmons Student Union professional staff.

## **Compensation**

Hourly Rate: \$7.50 *This pay rate is valid as of 8/28/18*