

Manager – Plaza Theatre

Location: Miamisburg, Ohio

Compensation: \$14/hour (no benefits)

Schedule: 5–20+ hours per week; preferring daytime shifts but evening and weekend shifts are available

About The Plaza Theatre

- The historic Plaza Theatre in downtown Miamisburg is a volunteer-run, nonprofit organization dedicated to bringing people together through the shared joy of movies and community events.
- Our mission is to operate the Plaza as a **self-sustained, vibrant entertainment destination** focused on classic movies and family-friendly programming, while also serving as a venue for family, corporate, and private events.

We feature new releases, timeless classics, private rentals, and special programming such as:

- **A Century of Cinema** – celebrating film history with short educational presentations
- **The Loren Willson Movie Series** – monthly \$1 family films
- **25 Cent Movie Series** – quarterly 25 cent movies

Position Overview

The **Manager** plays a key role in the daily operations of the Plaza Theatre. Working closely with the Executive Director, this position ensures that every guest and volunteer has a positive and memorable experience. The Manager oversees theatre operations during their shift, including opening and closing, volunteer coordination, and audience service.

Key Responsibilities

- Open and close the theatre, including projection setup and movie prep
- Register setup and cash handling
- Supervise and support volunteers during scheduled shifts
- Provide outstanding customer service to patrons and guests
- Operate the projector and sound system (training provided)
- Monitor theatre cleanliness and presentation standards
- Assist with special events, private rentals, and community programs
- Address and help resolve customer or volunteer conflicts when needed
- Uphold the Plaza Theatre's mission and values in all interactions

Qualifications

- Must be 21+
- Must be willing to sell alcohol and adhere to Ohio liquor license rules

- Friendly, reliable, and community-minded attitude
- Strong communication and leadership skills
- Ability to climb stairs and lift up to 40 lbs
- Basic understanding of customer service or register use (helpful but not required)
- Social media, and graphic design knowledge are helpful
- Willingness to learn technical theatre operations

Why Join Our Team

Working at the Plaza Theatre means being part of a passionate community that keeps a beloved local landmark alive and thriving. You'll have the chance to contribute to a nonprofit organization that brings film, family, and fun together in downtown Miamisburg. Plus hours are flexible!

How to Apply

Interested candidates may send a resume or letter of interest:

- **Online:** info@myplazatheatre.com
- **By Mail:** Plaza Theatre, 33 S. Main Street, Miamisburg, OH 45342