

NOW HIRING  
The Loft Cinema

Mission: *Building community by celebrating the art and diversity of film.*

The Loft Cinema is a nonprofit art house celebrating 50 years of great films, eclectic and unique programming and special events.

Now hiring: Operations Coordinator

Salary range: \$16 - \$18 per hour

Benefits include: health, dental, vision, short and long term disability, vacation time, sick time, paid parental and family leave, work from home flexibility, employee discounts and free movies!

Overview: The Operations Coordinator is primarily responsible for coordinating activities to ensure the smooth operation of the administrative environment at The Loft Cinema. Additional duties involve special events including the Loft Film Fest.

The ideal candidate should have at least 3 years of experience working in with the public, and must be organized, self-motivated, systems-oriented, and proficient in the Google suite of products, with the ability to pick up new programs and systems quickly.

To apply, send a cover letter and resume to [jobs@loftcinema.org](mailto:jobs@loftcinema.org).

### **Essential Job Duties**

- Coordinate communication among administrative and theatre operations personnel
- Inventory and stock necessary supplies
- Work with outside vendors to keep office running smoothly
- Coordinate staff meetings, including taking notes and tracking action items
- Coordinate board meetings, including taking minutes
- Execute donation requests in coordination with the Marketing Director
- Perform duties necessary for the day to day operations including the mail, banking, monitoring general voice mail and email
- Assist with payroll processing, help onboarding new employees, and monitor Google suite administration
- Provide general support to administrative and theater staff as needed
- Other administrative duties as needed and appropriate

### **Education and Certification Requirements**

- High School Diploma or GED, (some higher education preferred, College level coursework)

- Current Arizona drivers license or ID

**Physical Requirements**

Persons in this job must be able to perform the following physical tasks:

- Carry and control items ranging from flyers to mobile set up materials (up to 50 pounds)
- Walk across uneven or mismatched surfaces and pavement, such as navigating outdoor/off-site venues
- Interact with members of the public, team members and management, in-person while on duty.