

# Position Description: Nugget Theaters Manager

## Hanover Improvement Society

### Position Overview

The Hanover Improvement Society is seeking a Theater Manager to effectively supervise the daily operations of the Nugget Theaters in downtown Hanover, NH. The ideal candidate will be passionate about film and the experience of our customers, and will be enthusiastic about experimenting with community partnerships to attract diverse audiences. Supervisory experience, organizational skills, a positive approach, and customer orientation are required. Reporting to the Executive Director, this is an 18–24-month term position with the possibility of extension.

### Key Responsibilities

#### Operations Management

- Supervise all aspects of theater operations to create a high-quality physical space and positive customer experience.
- Ensure that point-of-sale systems and theater technology meet the theater's needs.
- Manage concessions inventory, pricing, and ordering.
- Participate in budget development and monitoring. Manage box office and financial reporting.
- Oversee and comply with all health and safety regulations.
- Ensure that theaters, the box office, lobby, and concessions area (including equipment) are clean, well-organized, and welcoming.

#### Team Leadership and Development

- Recruit, train, schedule, communicate with and manage a staff while fostering a positive and collaborative work environment.
- Oversee training and support to enhance staff skills in customer service, sales and theater operations.
- Serve as hands-on shift supervisor as needed.

#### Programming and Community Engagement

- Work with the film booker to create a compelling film schedule. Crosstrain to provide back-up support for film booking.
- Explore, arrange, and staff nontraditional theater facility uses such as rentals and programs.
- Manage and track free pass distribution.
- Collaborate with the volunteer Nugget Committee to explore ideas and assess operations.

**Marketing**

- Oversee and implement marketing strategies to increase theater visibility and sales.
- Coordinate outreach to diverse audiences.

**Innovation**

- Evaluate processes and implement new strategies to enhance guest experience and operational efficiency.
- Stay abreast of industry trends and technology advancements.
- Develop mechanisms for community feedback and participation.
- Experiment with creative concessions offerings.

**Qualifications**

- Bachelor's degree in arts management, film studies, business, or a related field, or commensurate experience.
- 3-5 years' experience in theater management, arts administration, general management, or a similar role.
- Excellent leadership, communication, and interpersonal skills.
- Creative mindset with the ability to innovate and implement new ideas.
- Interest in film, the arts, and community engagement.

**Compensation & Structure**

**Hiring Salary Range:** \$60,000 - \$63,000 annually, commensurate with experience

**Job Type:** Full-Time, Exempt, with benefits. 18-24 months with the possibility of extension.

**Location:** Onsite in Hanover, NH

**How to Apply:** Interested candidates should submit a resume and a cover letter outlining their relevant experience and interest to [executive.director@hanoverimprovement.org](mailto:executive.director@hanoverimprovement.org).

The Hanover Improvement Society, a non-profit 501(c)(3) organization, is dedicated to supporting and improving the Town of Hanover, NH, and the entire Upper Valley community. Our programs and facilities, including Storrs Pond Recreation Area, the James W. Campion III Skating Rink, and the Nugget Theaters, foster positive relationships, strengthen families, spark new interests, and support healthy minds and bodies for people of all ages.