



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 Mohave Road

Parker, Arizona 85344

Telephone (928) 669-1320 * Fax (928) 669-5263

VACANCY ANNOUNCEMENT

November 20, 2019

#117-19

Department: Bluewater Cinema and Arcade

Position: Manager Exempt

Reports To: Tribal Chairman

Salary: D.O.E.

Job Summary:

Cinema/Arcade Manager is responsible for the overall operation and maintenance of the cinema and arcade which includes complete daily operations of their location, including; customer service, financial operations, staff hiring, training, scheduling, supervision, maintenance, inventory operations, community relations, team development, staff leadership, motivation and much more.

Services to be performed:

1. The Manager shall coordinate and assist in planning of all aspects of cinema, arcade and miniature golf operation.
2. Services and responsibilities include monitoring, evaluating and making recommendations regarding actual performance of operations.
3. The Manager shall provide monthly written reports to the Administrative Committee for further evaluations and shall meet with the Tribal Council when deemed necessary.
4. The manager shall make recommendations regarding management personnel.

Duties & Functions:

1. Trains, coaches and develops staff members in their specific job functions.
2. Theatre property and theatre staff must be monitored for quality control.
3. Interviews and hires staff members.
4. Prepares administrative reports.
5. Inspects building, company property and equipment conditions.
6. Initiates repair and maintenance on building, property and equipment according to Company policy.



7. Develops promotions in alignment with company goals.
8. Customer relations for improved service in the cinema.
9. Organizes and conducts staff meetings and training sessions.
10. Enforces and supports company policies.
11. Controls costs, including all direct operations expenses; purchasing and ordering concession, stock and other supplies needed for daily operations.
12. Monitors Risk Management as it pertains to the cinema, employee and patron safety, loss prevention, emergency situations and the proper handling, reporting and investigation of accidents.
13. Available to work evening hours, weekends and holidays. Management work week consists of a minimum of 50-60 hours per week and more deemed necessary at various times.
14. Preparation of reports include, but is not limited to, payroll (reporting, budgeting and forecasting), inventory control (reporting, ordering and receiving), box office reports and personnel reports (interviewing, hiring, evaluating and counseling). The completion of reports requires the use of a computer and strong mathematical and written communications skills.
15. Performs other work related duties as assigned.
16. Follow established Tribal policies and those outlined in the Colorado River Indian Tribes Employee Handbook.

Required Skills and Abilities:

1. Interpersonal skills include the ability to communicate with all ages, genders and personalities. This requires the ability to converse and comprehend English.
2. Computer literacy skills.
3. Basic business math and accounting skills and strong analytical/decision-making skills.
4. The processing of reports requires reading and writing abilities.

Education & Experience Requirements:

1. High School Diploma or G.E.D., College or University Degree is desirable.
2. Ability to pass a thorough background check.
3. Prior supervisory experience in either cinema, restaurant or hospitality industry.
4. Ability to read, write and understand English.
5. Must possess a current valid driver's license.

Physical Requirement:

1. Operations of the projection booth requires lifting, reaching, bending, listening and transporting film. Concession supplies must also be transported to storerooms. Audio and video presentation of the physical appearance of the cinema.
2. Inspection and maintenance of building (including roof and exterior signage) requires climbing a ladder.
3. Manager must be physically able to perform duties assigned.
4. Able to work extended shifts, weekends and Holidays.



For Employment Application visit: <http://crit-nsn.gov>

Submit completed application to: **CRIT Human Resource Department**
26600 Mohave Road
Parker, Arizona 85344

APPLY:

COLORADO RIVER PREFERENCE:

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. Offers

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening is required.

