

Fort Worth Museum of Science and History

Department: Academy of Digital Learning

Title: Manager of Theater Operations

Reports to: Director of Theater Operations

Status: Non-exempt

Job Summary

The Theaters Technical Manager is responsible for the technical aspects of show presentation in the Noble Planetarium and Omni Theater. In addition, the Manager will support Omni management staff in supervising the part time staff operating the Omni Theater.

Responsibilities

- Responsible for the daily operation of the IMAX film and Digital Cinema projection equipment in the Omni.
- Responsible for the general maintenance and repair of all technical equipment and other aspects of the theater directly related to the quality of the Omni, IMAX experience.
- Knowledge and understanding of all ancillary systems to ensure the highest possible presentation quality and continuous operation of shows.
- Responsible for recruiting, hiring, training, supervising, scheduling, and evaluating all Projectionists, Console Operators, Ushers.
- May be occasionally required to work overtime, as necessary and required, to conduct any and all technical work (IMAX and digital projector service) which cannot be done during regular business hours, and during the daily presentation of shows while the projection system is in operation.
- Directly assists vendor technical services personnel with quarterly service routines of the projection and sound systems, including major and minor repairs and/or system upgrades. Orders parts needed from IMAX.
- Prepares/assembles/disassembles film prints, trailers, soundtracks, and DCPs, including building shows in the HD-TAC, and digital cinema server. Ensures films are show ready in a timely manner before they are run for the public. Coordinates moving film prints between inactive/active status in the projection booth and film storage.
- Prepares, loads and manages digital DCI-compliant content on the Digital Cinema projection system.
- Coordinates film print, trailer, and soundtrack shipping with distributors as needed.
- Responsible for maintaining accurate film inventory, including print status and condition.
- Responsible for changing projector lamp for IMAX and Digital Cinema projectors as needed.
- Responsible for daily theater statistics including attendance, number of shows, occupancy, daily-monthly reporting to Giant Screen Cinema Association's (GSCA) Theater Attendance Reporting.

- Updates the film schedule on the Museum's website, Point-of-Sale system, and with any show listing services the Omni Theater is currently using.
- Maintains an accurate inventory of projection and audio system parts and other miscellaneous parts and supplies for the projection booth.
- Responsible for carrying out Omni management tasks in their absence.
- Participate in staff, center, and film committee meetings whenever possible, and other meetings as assigned.
- Contributes to the effective team management of the theater, addressing all problems, issues, and opportunities.
- Assists Omni management staff to supervise Projectionists, Console Operators, and Ushers during daily operations.
- Oversees theater operations, especially whenever the other Omni management staff are not on-site. Any issues will be immediately raised to the Theater Director.
- Contributes to the effective team management of the Omni Theater, addressing all problems, issues, and opportunities.
- Creates and updates Projection and Console daily log sheets.
- Working with others in the Omni management team, maintains updated list of scheduled groups.
- Responsible for data entry of daily theater statistics including attendance, number of shows, and occupancy rate for inclusion in the monthly Board report, and GSCA theater attendance reporting.
- Along with the Omni Assistant Manager, updates Omni Console preshow content as it becomes available.
- Assists the Theater Director in completing annual performance evaluations of part time Projectionists, Console Operators, and Ushers.
- Will be required to attend most special events in the theater involving Board of Trustees members, media, or sponsors or potential sponsors.
- May be required to enter times for future shows in the Noble and Omni into Tessitura/TNEW for sales.
- Fill in for part time staff (Usher, Console Operator and Projectionist) as needed.
- Technical paperwork in the Omni (lamp monitoring, attendance data to GSCA, tech/parts inventory, Films-on-Hand spreadsheet, etc.)

Omni Projection and Sound System

The Manager be responsible for maintaining the technical aspects of the Omni Theater, which include the following.

- Start-up and shut-down procedures of the IMAX and Digital Cinema projection systems and auxiliary systems.
- Daily cleaning and maintenance of all aforementioned systems.
- Daily operation of all aforementioned systems to effectively and efficiently run shows.
- Responsible for seeing that shows are started on time in coordination with the Ushers and Console Operator.
- Consistently monitors the quality of the projected image and audio reproduction in the theater.

- Responsible for handling minor repairs to film and equipment. The Manager will contact Theater Director if further assistance is needed.
- Manages repairs and maintenance of the IMAX and Digital Cinema projection equipment to preserve and ensure a high-quality experience for guests.
- Assists scheduled service routines of the projection and sound systems, including major and minor repairs and system upgrades as directed by the Theater Director.
- The Manager helps to prepare and assemble, and disassemble film prints and trailers.
- Conducts projector lamp changes as needed.
- Awareness and understanding of emergency procedures and performing duties as required in such situations.

Other Requirements

- Age: 18 years of age or older.
- Must be able to lift 55 lbs. and push/pull up to 200 lbs. (of film on/off platform stacker).
- Must be able to use pallet truck, hand truck, and platform hydraulic stacker.
- Must be able to sit and stand for long periods of time.
- Must be able to climb four or more flights of stairs in less than 1 minute.
- Must have use of both arms and hands to load films through projector.
- Good interpersonal skills.
- Computer skills.
- Ability to multi-task and be detail-oriented.
- Extremely dependable.
- Excellent organizational skills.
- Effective problem-solving skills.
- Willingness to work flexible hours, including weekends, evenings and holidays.
- On call at all times.
- Ability to positively interact with guests in the Noble and Omni theaters and model this expected interaction with guests and part time staff.
- Performing other tasks as required or assigned.
- Preferred but not required: fluency in Spanish

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