Title: Manager, Game Room and Theatre

Essential Function

Under general supervision from a designated administrator, manage Tangeman University game room and theatre.

Characteristic Duties

• Manage daily operations of Tangeman University game room and theatre, including sales, merchandising, customer relations, staffing, supervision, cash handling, and inventory control.

• Develop marketing plans and promotions and coordinate implementation with Campus Services marketing, Student Affairs, and other departments.

• Process sales, collect cash reconcile variances, and prepare budget projections.

• Evaluate and modify product selection, prices, marketing, operations and programming to achieve financial goals.

• Develop and maintain productive vendor relations. Assure regular rotation of recreational and audio-visual equipment.

• Develop and institute policies and procedures relating to food and alcoholic beverage sales. Ensure consistent application of game room and theatre policies and procedures. Ensure compliance with federal, state, local and university regulations.

• May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

• Perform related duties based on departmental need.

Minimum Qualifications

• Bachelor’s degree with one (1) year experience; -OR- Associate’s degree with three (3) years experience; -OR- five (5) years experience. Experience must be in management of a retail, food, or recreation operation. Experience must include at least one year of supervision.

Last updated: February 2006