

THEATRE MANAGER

Job Description

Organization	Kamloops Film Society (KFS)
Location	Paramount Theatre, 503 Victoria Street, Kamloops, BC
Position Type	Full-time, 35–40 hours/week
Compensation	\$43,750–\$50,000 per year
Vacation	3 weeks (15 days) per year
Reports To	Executive Director
Anticipated Start	September 2026

About the Kamloops Film Society

The Kamloops Film Society (KFS) is a non-profit arts organization whose mission is to bring the world to Kamloops through film, diverse programming, and screen-based events at the Paramount Theatre. The KFS supports local filmmakers and collaborates with our community to create inclusive cultural experiences and build a vibrant arts ecosystem.

Operating out of the historic Paramount Theatre in downtown Kamloops, BC, KFS is proud to be part of a vibrant local arts community.

Position Summary

The Theatre Manager position is central to the long-term sustainability of KFS operations and will be responsible for the day-to-day management of the Paramount Theatre — including venue operations, front-of-house (FOH) staff and volunteer management, health and safety compliance, and delivering an exceptional audience experience.

A central deliverable of this position is the development of a comprehensive Operations Manual that captures institutional knowledge, standardizes procedures, and ensures organizational continuity. The Theatre Manager will work closely with the Executive Director and will gradually assume increased operational responsibilities as part of a structured onboarding process.

Reporting Structure

The Theatre Manager reports directly to the Executive Director, who reports to the KFS Board of Directors.

Key Responsibilities

1. Operations

- Oversee the day-to-day operations of the Paramount Theatre, including building maintenance and minor repairs.
- Manage concession and cleaning supply inventory, including ordering, stock tracking, and supplier relationships.
- Develop and maintain a comprehensive Operations Manual covering all operational procedures, safety protocols, staffing standards, and vendor relationships.
- Ensure all KFS operations comply with relevant health and safety legislation and internal policies.
- Conduct an annual review of the fire and emergency plan and lead annual safety drills for all staff and volunteers.
- Ensure full organizational compliance with all liquor service policies and regulations, including maintaining current knowledge of the LCRB Policy Manual.
- Support accessibility practices and ensure the theatre environment is welcoming and compliant with accessibility requirements.

2. Front of House Management

- Manage a team of 6–8, part-time FOH staff; Develop and maintain FOH Training Manual.
- Recruit, train, and schedule volunteers; Develop and maintain a KFS Volunteer Manual; Organize volunteer recognition events.
- Manage the POS (point-of-sale) system, including ticket and concession setup for all screenings, events, and festivals.
- Analyze sales data regularly to make informed pricing and product recommendations that drive revenue and enhance the overall theatre experience.
- Monitor the main KFS email account, phone line, and voicemail; respond promptly to member and patron inquiries and process ticket refunds as needed.
- Actively promote in-theatre advertising, rental, and sponsorship opportunities for KFS regular programming.
- Support the Rentals & Live Events Manager ensuring timely client communications and on-site coverage for events when the Rentals Manager is unavailable.
- Supervise the technical and front-of-house delivery of all on-screen programming and live events, improving processes and recommending additional training opportunities to ensure high quality standards
- Develop a working knowledge of the theatre's projection and A/V systems; be willing to learn basic operational skills to support to FOH staff during screenings and live events.
- Serve as the primary owner of the KFS membership program, with responsibility for growing annual membership revenue and engagement.

Qualifications

Education

- A diploma or degree in business, hospitality management, or a related field is preferred. Equivalent combinations of education and relevant experience will be given full consideration.

Experience

- 2–3 years of experience in venue management, business operations, hospitality, or a related field.
- Experience supervising and scheduling a team of staff and/or volunteers.
- Demonstrated ability to develop processes and procedures to improve business operations and customer service.
- Experience identifying opportunities for revenue growth or cost improvement and presenting well-researched business cases to support decision-making.

Skills & Competencies

- Demonstrated ability to work with financial and sales data — including invoice verification, discrepancy identification, and sales analysis — to support sound decision-making and improve operational margins.
- Genuine interest in arts, culture, and film, with an appreciation for the role of arts organizations in the community.
- Proven ability to plan and manage operational transitions (e.g., vendor or product changes, or process improvements) to ensure continuity and minimize risk.
- Excellent interpersonal and communication skills; proven ability to build positive relationships with staff, volunteers, vendors, and community partners.
- Proficiency with Google Workspace and comfort learning new software platforms.
- Demonstrated commitment to equity, diversity, and inclusion in the workplace.
- Knowledge of or willingness to learn LCRB policies and BC health and safety regulations.
- Food Safe and Serving It Right certification (or willingness to obtain upon hire) is required.
- Training or certification in First Aid and De-Escalation is an asset; KFS supports professional development in this area.

Working Conditions

This is a full-time salaried position based at the Paramount Theatre in Kamloops, BC. The role regularly requires evening and weekend availability (Tuesday to Saturday afternoons & evenings) to support film screenings, festivals, and special events. Physical requirements include the ability to carry up to 25 lbs up a flight of stairs (e.g., receiving and storing deliveries and supplies) and to assist with event setup and take-down. A valid BC driver's licence is required. This role also includes on-call responsibilities as one of the primary points of contact for building security and alarm calls.

Compensation & Benefits

- Annual salary: \$43,750–\$50,000 per year (based on 35 to 40 hr work week)
- 3 weeks (15 days) paid vacation per year
- Opportunities for professional development and sector networking
- Complimentary access to KFS film screenings and events

Our Commitment to Equity & Inclusion

The Kamloops Film Society is committed to building an inclusive and equitable workplace that reflects the diverse communities we serve. We strongly encourage applications from Indigenous peoples, racialized individuals, people with disabilities, members of the 2SLGBTQIA+ community, women, and others from equity-deserving groups. We are committed to an inclusive recruitment process and will provide accommodations upon request at any stage of the hiring process.

How to Apply

Please submit a cover letter and resume (combined in a single PDF) to:

Executive Director, Kamloops Film Society

Email: careers@thekfs.ca

Application Deadline: *August 30, 2026*

We thank all applicants for their interest; however, only those selected for an interview will be contacted.