

Assistant Manager Position

The Maryland Film Festival seeks a part-time Assistant Manager to serve as a key member of the Stavros Niarchos Foundation Parkway Theatre operations team.

Responsibilities:

- Participate in manager on duty (MOD) rotation at the SNF Parkway Theatre
- As part of MOD duties: open and close the building, manage and reconcile concessions and bar cash drawers, troubleshoot audio/visual issues as necessary, act as floor manager and point of contact for patrons and fellow part-time staff members, update show times on ticker tape and phone systems
- Act as floor manager during special events requiring multiple managers
- Assist Theater Manager with monthly inventory on concessions and janitorial supply items
- Stock concessions items at bar and concessions area
- Other duties as assigned

COVID-19 Vaccination Policy: Currently Maryland Film Festival's COVID-19 vaccination policy includes the requirement for all full and part time staff to provide proof of full vaccination and a booster, if eligible, with a COVID-19 vaccine approved and authorized by the CDC.

How to Apply

Please submit a cover letter, resume or portfolio, and contact information for 3 professional references to jobs@mdfilmfest.com with the subject line - "Parkway Operations Director". Applications will be reviewed on a rolling basis, and the position will remain open until filled. No phone calls please.

The Maryland Film Festival does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

About the Maryland Film Festival and the SNF Parkway Theatre in Baltimore, Maryland

Located in Baltimore, MD, the MdFF was founded in 1993 as the Producer's Club of Maryland Inc. The organization's mission has always focused on bringing filmmakers, films and audiences together in a friendly, inclusive atmosphere that reflects the unique aspects of our community, while participating in and adding to the larger film dialogue across the country and globally. In 2018 the Maryland Film Festival (MdFF) celebrated 20 years of "Film For Everyone" and the one year anniversary of its new year-

round home, the Stavros Niarchos Foundation Parkway, a 1915 Renaissance Revival style movie palace, preserved and expanded to a three-screen film complex, situated in the geographic center of Baltimore. The SNF Parkway serves as a crucial anchor in the revitalization of the Station North Arts and Entertainment District and features a breathtaking auditorium in the original Parkway, two smaller theaters, state-of-the-art projection and sound, ground-floor bar and lounge, and classroom space for film students. Baltimore's newest cultural hub, the SNF Parkway presents year-round film, digital video, and educational offerings, community initiatives, special events, and live music concerts.

MdFF's five-year strategic plan has been reimagined and extended through 2026 with a revised model season to account for online screenings, hybrid programming, and the return of in-person movie watching at the SNF Parkway. In addition, the extended plan includes a programmatic expansion into a contemporary center for moving image – a more socially-engaged, community-responsive and participatory mix of the best elements of a movie theater and arts center that harnesses the accessibility of the moving image and the collectivity of cinema to support the efforts of our communities. To achieve this new strategic vision and plan, MdFF is making major investments in capacity building, infrastructure and programming.

Unlike any cinema-house in the greater Baltimore region, the SNF Parkway is becoming a vibrant, nerve center - a civic commons - for great film, dialogue, and innovation. Since opening, the SNF Parkway has welcomed more than 140,000 participants and screened 1,000 films from over 60 countries. MdFF has created a world-class cinema program with films from every era, region, and genre, with a focus on emerging filmmakers, and offers audiences a fresh and immersive new window into the art form. Many of the films screened are not offered anywhere else in Baltimore.

For more information about Maryland Film Festival and the SNF Parkway, visit www.mdffilmfest.com.