



Would you like to work in downtown Franklin and greet patrons as they enter the historic theatre? Do you enjoy positively impacting a patron's experience through customer service? Do you enjoy the theatre ambiance? If so, your next job opportunity is waiting for you - come join us! The Heritage Foundation of Williamson County is actively recruiting for our next **Concessions and House Attendant (Part-time) at The Franklin Theatre** to support the downtown business district.

ABOUT THE HERITAGE FOUNDATION OF WILLIAMSON COUNTY

Since 1967, the Heritage Foundation of Williamson County has been dedicated to preserving Williamson County's architectural, geographic, and cultural heritage as well as promoting the ongoing revitalization of downtown Franklin in the context of historic preservation. Notable projects include The Franklin Theatre, Roper's Knob, parts of the Franklin battlefield and the Old, Old Jail. The Foundation brings county history to about 3,000 school children each year through the Heritage Classroom program as well as walking tours of downtown Franklin. Events and festivals produced by the Heritage Foundation such as Main Street Festival, the Heritage Ball, Pumpkinfest and Dickens of a Christmas bring hundreds of thousands of locals and visitors to downtown Franklin each year. The Heritage Foundation owns and operates The Franklin Theatre, the Downtown Franklin Association, and the organization's newest division and current restoration project, Franklin Grove Estate & Gardens. For more information about the Heritage Foundation, visit www.williamsonheritage.org.

ABOUT THE FRANKLIN THEATRE

Following a complete restoration by the Heritage Foundation of Williamson County in 2011, the historic Franklin Theatre (Est. 1937), re-opened its doors as a state-of-the-art live music venue featuring performances by world-renowned artists. The theatre also honors its heritage by continuing to show movies. The Theatre's mission is to provide world-class, diverse performing arts experiences to residents and visitors alike and to be a platform for local philanthropic engagement and education, all delivered with unparalleled guest service. For more information about The Franklin Theatre, visit www.franklintheatre.com.

POSITION SUMMARY: The **Concessions & House Attendant** of The Franklin Theatre is a part-time position that reports to the Operations Manager and corresponding Shift Leaders. The position's primary purpose is to support the theatre's mission by managing daily operations of the Theatre's concessions stand and auditorium, overseeing the sale and preparation of concessions, beer, wine and spirits, maintaining cleanliness and sanitation of the venue, supporting merchandise sales efforts and operating the movie projector and basic A/V needs.



ESSENTIAL RESPONSIBILITIES: To perform this job, an individual must perform each essential function satisfactorily with or without a reasonable accommodation.

- Process concessions/bar transactions
- Prepare and serve concessions, beer, wine and spirits (if ABC-certified)
- Store and rotate product inventories
- Maintain overall organization, cleanliness and sanitation of the venue and work/prep space
- Set up tables, food, drink, etc. for special events
- Operate movie projector, ingest (copy) DCPs, DVD player and movie screen/audio speakers
- Support artist or Theatre with sales of merchandise
- Execute various administrative duties as required
- Assist clients and artists with requests and needs
- Occasionally work street festivals and other Franklin Theatre or Heritage Foundation events
- Regular and reliable attendance with a varying schedule, including days, evenings and weekends
- Perform other duties as assigned

Education and/or Experience: At least one (1) year of hospitality or entertainment industry experience preferred but not required.

Other Qualifications: Possess high standards of integrity, honesty and professionalism. Must be able to handle multiple, simultaneous tasks effectively and efficiently. Strong verbal and written communication skills required. Must have the aptitude and ability to self-direct work. Ability to work irregular hours and weekends. Have an ABC card or be willing to obtain Server's Permit.

If you are interested in this exciting opportunity, please fill out the online employment application and submit your optional resume through The Franklin Theatre website.