BENDFILM
a celebration of independent cinema

Tin Pan Theater General Manager

Job Location: 869 NW Tin Pan Alley Bend, OR
Supervisor: Managing Directors of Operations & Finance/Programming & Artistic Vision
Classification: Salary, full-time / 1.0 FTE
Compensation: $44,000 – $48,000 annual salary

POSITION DESCRIPTION – General Manager

The Tin Pan Theater General Manager (GM) is primarily responsible for the day-to-day operations of the Theater and reports to the BendFilm Managing Directors. This position is responsible for scheduling staff, planning programming and publishing the screenings on our ticketing site, driving marketing initiatives, and ensuring technology at the theater is operating smoothly. The GM is also primarily responsible for maintaining and developing the atmosphere of the Tin Pan Theater space–ensuring the environment is welcoming and attractive to guests.

Theater Schedule
On average, Tin Pan Theater runs one show Monday – Thursday and two shows Friday – Sunday. “Shows” may be special screenings, private rentals, or regular programming. This position is responsible for 3-4 theater screening shifts per week. Additional theater hours will be technological, operational, administrative, maintenance, marketing, and programming responsibilities.

Responsibilities / Scope of Work
Theater Technology

- Build film playlists, test sound, and schedule film playback on a regular basis
- Program the Proludio playback system with new movies and showtimes and ensure the technology is running smoothly
- Create and update graphics for pre-screening slideshow
- Serve as point of contact for theater technology questions or concerns of shift workers
- Rip DVDs, convert files, and ingest files onto playback system
- Troubleshoot problems with technology with support from tech vendors
    - Home System Solutions, Control4, & Proludio

Theater Operations

- Maintain staffing calendar and the schedules of shift workers (one month in advance)
- Generate and display promotional materials (ie: Weekly rotation of movie posters, sale item signage, marquee cards, merchandise pricing/deals, etc)
- Keep weekly inventory of concessions/supply needs, communicate with vendors/caterers, place orders, & restock supplies weekly
- Update weekly showtimes and titles (paper printouts for posting/distributing to nearby businesses, social media graphics, Box Office Reporting spreadsheet, ticketing platform)

- Maintain regular communication with BendFilm Managing Directors
- Train all new Tin Pan Theater Screening Managers for general shift work
- Serve as point of contact for theater operations and customer service
- Lead monthly Tin Pan Theater staff meetings
- Manage staff performance and ensure staff is current on all OLCC and food handling certifications, as well as continued education
- Be involved with quarterly check-ins with staff, with support from Managing Director
- Track monthly expenses, revenue, and update monthly Profit & Loss spreadsheet
- Serve as primary point of contact for private rental inquiries as well as schedule, execute contract, and ensure all private rentals are accommodated in regard to media/catering/timing and any other pre negotiated requests
- Facilitate weekly alley screenings during summer months with support from theater staff
- Maintain function and cleanliness of facility, equipment, and appliances
- Update inventory and ticketing in Square POS system
- Track petty cash, balance cash-box, and report cash movement weekly

Theater Programming

- Research other cinemas, industry news, and Tin Pan's audience behavior to better understand and anticipate audience trends
- Curate film programming up to six (6) weeks in advance
- Seek opportunities for special screenings, series, and community collaborations aligned with BendFilm and Tin Pan's missions

Theater Shifts (daily responsibilities)

- Begin opening duties 1 hour before first showtime and open doors 30 minutes before showtime
- Turn on and prepare all necessary systems, tech, and appliances including popping popcorn, setting lights, etc.
- Use POS to sell walk-in tickets and concessions
- Stream/play films from several different formats (DVD/Bluray, online streaming, VCR, AirPlay, Proludio)
- Run sanitizer and hand-wash dishes as needed
- Record number of attendees or total film sales receipt for reporting
- Report daily cash transactions at close
- Take proper care of equipment at end of shift; turn off computers and projector
- Complete daily cleaning responsibilities, stock bathroom supplies, ensure cleanliness of the theater

Theater Marketing

- Manage and create content for Tin Pan Theater social media platforms
- Design digital and print graphic design assets for the theater (posters, slides, social)
- Outreach with partnering organizations
- Communicate and coordinate with BendFilm Marketing & Communications Manager for E-newsletter and socials

To apply for this position, please send a cover letter, resume, and three references to operations@bendfilm.org by November 13, 2026 with the subject line "Tin Pan Theater GM Application". Applicants can expect to hear from the BendFilm team by mid-November.