



33246 Main Street
Dagsboro, DE 19939

We are currently accepting applications for the Fall/Winter of 2025.

What we are looking for in all applicants:

Currently looking for mature applicants 18 or older who can assume the responsibilities of opening and closing the theatre during their shift.

Must be flexible and able to work a total of 3 to 4 shifts per week. Weekdays (1 to 2 shifts), weekends (1 to 2 shifts) and occasional late hours for special events. Currently in need of staff who can include work Wed & Sun as part of their work week.

Ability to work part-time year-round a plus.

Should have attended the Clayton as a patron to have a basic understanding of how the theatre operates.

Must be able to work in a fast-paced environment without constant supervision.

Ability to stand for extended periods of time and move quickly.

Ability to climb stairs to bathrooms, supply closet, and projection booth.

Ability to climb a ladder to change out the marquee when required.

Completes tasks accurately and thoroughly.

Has a friendly and enthusiastic attitude and creates a welcoming atmosphere for patrons.

Someone who loves to help and serve others (both patrons and crew members.)

Has math and writing skills to complete reports legibly and accurately

Loves talking about movies and is RREADY TO LEARN.

Applicants must agree to abide by our conditions of employment. These boil down to good work habits/ethics. These conditions of employment will be given to you at the time of your interview. The conditions of employment are strictly enforced.



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Please read these job descriptions before applying.

CONCESSION CREW: Now Hiring for this position (2)

Prepares and sells our concession treats and drinks. Accurately prepares and completes sales transactions. Makes our concession stand shine. Operates and cleans concession equipment. Thoroughly cleans, maintains, and stocks the concession stand. Creates a clean and inviting environment for patrons. Thoroughly cleans & stocks restrooms after the show. Removes all trash and debris from theatre. Maintains storage closets. Part-time position. Minimum age currently 18.

JOB DESCRIPTION

Job Title:

Concession Crew

Essential Duties & Responsibilities:

- Greet patrons
- Provides fast & friendly service
- Accurately rings up sales on cash register, accepts payment, and makes change
- Prepares food to theatre standards
- Properly operates food service equipment such as, warming, and popping equipment
- Stocks concessions supplies
- Thoroughly cleans concession stand, food service equipment, equipment, and utensils
- Memorizes concession menu prices Memorizes house rules and policies
- Properly operates and communicates efficiently on two-way intercom
- Watches for safety or security issues (Trip hazards, lighting, suspicious persons, etc.) and reports to management
- Thoroughly cleans & stocks restrooms after the show
- Cleans & sanitizes the balcony after each show
- Removes all trash and debris from theatre
- Maintains storage closets
- Performs other work-related duties as assigned

Requirements:

- Must be at least 16 years old
- Agree to conditions of employment



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PROJECTION/USHER: Currently NOT HIRING for this position. New hires for Concession Crew will eventually train for this position in addition to their daily responsibilities.

Projection: Applicants should possess basic mechanical skills and some computer knowledge. Should be comfortable operating and monitoring projection equipment, and able to keep a cool head if problems should arise. Must be able to perform maintenance tasks such as filter and lamp replacements, and daily dust removal. Start the movie on time and keep accurate daily projection log. Clean and maintain the projection booth and balcony areas.

Usher: Help with tearing tickets or concession sales before the show. Enthusiastically greet patrons and tear tickets. Use clicker to accurately count patrons as they enter the theatre. Assist and give direction to patrons looking for restrooms, seating options, masks, theatre history and current or upcoming film information. Keep lobby clean and debris free before the show. Minimum age 18.

JOB DESCRIPTION

Job Title:

Projection/Usher

Essential Duties & Responsibilities:

Arrives one hour before show time to set up projector, run film check and start pre-show

Ensures that all film keys are updated and unlocked prior to show time

Successfully ingests new films into the projector for upcoming shows and runs film check

Follow MPAA film ratings when setting up trailers for film playlist

Greets patrons

Provides movie, special event, and general theatre information to patrons

Accurately tears and counts tickets

Keeps lobby clean and debris free before the movie begins

Memorizes house rules and policies

Watches for safety or security issues (Trip hazards, lighting, suspicious persons, etc.) and reports to management

Starts movie trailers and feature on time



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JOB DESCRIPTION

Job Title:

Projection/Usher (continued)

PROJECTION/USHER (cont.): Currently NOT HIRING for this position. New hires for Concession Crew will eventually train for this position in addition to their daily responsibilities.

Essential Duties & Responsibilities:

- Monitors the film, sound, and house lighting to ensure our guests have an optimal movie experience
- Follows projection maintenance routine by changing lamps and filters regularly and as recommended
- Keeps the projection booth clean, dust free and organized.
- Properly operates and communicates efficiently on two-way intercom
- Monitors the projection room temperature. Never too hot or cold to extend the life of all projection equipment
- Monitors the restrooms, balcony, and main theatre to ensure guests are not being disturbed by unruly customers or electronic devices in use during the show
- Cleans & sanitizes the balcony after each show
- Removes all trash and debris from theatre balcony
- Maintains and organizes the projection room storage area
- Performs other work-related duties as assigned

Requirements:

- Must be at least 18 years old
- Agree to conditions of employment