



VOLUNTEER TEAM MEMBER APPLICATION AND GUIDELINES

Thanks for your interest in helping us as we work to bring only the best film, art, and culture to Billings!

Before we get too far down the line we think it's important that we are all on the same page as to what is expected out of everyone who's a part of the Art House Team.

At Art House Cinema & Pub we have some very clear values.

As a team member you would be responsible to exemplify and make decisions based on these things.

WE DO EVERYTHING...

Professionally - We are serious about what we do.

We only do it if we feel we can do at the highest level.

Intentionally - We have a reason "why" for what we do.

If we can't answer that question...we don't do it.

Selflessly - We are here to serve this city and those who walk through our doors.

With Personality - We love what we do and we show that uniquely and passionately in everything.

VOLUNTEER POSITIONS

We have many different positions and opportunities available to help create the perfect fit for the perfect volunteer team member. Below you'll find a quick description of each position to help you understand what we might be asking you to do.

Remember...no matter what position(s) you are filling our expectation is you are exemplifying the values listed above.

TICKET SALES

Help us sell tickets and concessions by working the register along with creating a warm welcoming atmosphere as people walk in.

BAR SERVICE

Serve beverages and concessions as customers order from the register or separately from the bar. Anyone serving at the bar must be 18 or over and have gone through the online TIPS Training.

FILM HOST

More than any other position, this is the face of Art House. Our desire is to create a relational space and this position helps us in that before we start every film.

Right before a film begins this person will stand in front, get everyone's attention and mention the following.

1. Welcome - Your Name
2. Name of the Film - Director - Any Major Stars/Factoids
3. Why We Picked This Specific Film
4. No Cellphones Announcement
5. Be Kind and Watch Your Drinks on the Floor.

CLEAN UP

Every film screening should showcase our great space. To do this, every film must have a clean space.

After every film we...

- Make sure all lights, music, and popcorn is on and ready.
- Walk the rows and sweep up/pick up any glasses or trash
- Place all seat cushions in the "up" position.
- Clean off and wipe down both bars.
- Tidy up the bathrooms.

At the end of each night we...

- Do all the above.
- Clean up the foyer.
- Clean the bar/back bar area thoroughly.
- Sweep the entire floor.
- Mop the entire floor.
- Check concession/beverage stock to make sure we have enough.
- Places all stools and seat positions in proper place.

VOLUNTEER SCHEDULE AND PERKS

We ask that every volunteer be available for a minimum of one entire film screening (both before and after the film). This means if you show up to serve for a 6:15 shift you would need to be there at 5:30 (the end of the previous screening) and stay until 8:30 (the start of the next screening). This is all dependent upon which film is showing at which time.

Our preference is for a volunteer team member to serve the entire night, but there will be times we will schedule someone for only one film screening.

For someone who does volunteer we'd love to offer a couple perks as a "thank you" for your service.

1. Film Viewing During Shift - You are more than welcome to stay in the theater during the film to enjoy the same great film everyone else is.
2. Film Voucher to be used at any time.

VOLUNTEER GUIDELINES

We love the opportunity to grow our team through volunteers and are so grateful for those who step onto the team. We do ask that we all play by the rules and help the team continue to function smoothly and efficiently.

1. If you are serving, absolutely no alcohol is to be consumed. This goes for any position at any time.
2. If you are not serving, we ask that you respect the other team members who are and stay out from behind the bar and allow those serving the current shift to thrive in their position.
3. Dress Code - We like looking our best for our customers. Collars are nice...especially paired with pants. However this isn't prom and no one's getting married, so make sure to be comfortable.

HOW DOES THIS ALL WORK?

First, you read through this application, fill it out, and turn it in.

Second, if we have an opening on our team, we will contact you and set up an interview.

(Please know we work hard to make sure this is great fit for you and us. Not everyone who applies will be selected.)

Third, if the interview goes well and both parties decide to proceed, you will be placed on the team and we will begin scheduling you.

You could be scheduled as often as once a week and as minimal as once a month.

We think it's important you are serving at least once a month to stay current on things.

Fourth, at your first shift we will begin to train you on your specific role(s).

Don't worry about knowing everything right away...we will help you get there.

Fifth, as we have openings or if you need to move your shift around Ryan Kabeary (our fearless manager) will be the one to connect with.

If you can't make a shift we ask you give us at least a weeks notice so we can get it covered.

ANYTHING ELSE

Yes.

Thank you for your desire to serve this city we all love and thank you for taking time from your busy schedule to be a part of the team.

And have fun!

APPLICATION

NAME: _____

AGE: _____ CELLPHONE: _____ EMAIL: _____

PREVIOUS EXPERIENCE IN ANY OF THE LISTED VOLUNTEER POSITIONS?

WHAT'S YOUR FAVORITE MOVIE?

WHY?

ANY PARTICULAR REASON YOU WANT TO BE A PART OF THE ART HOUSE TEAM?

AVAILABILITY:

Tuesday:

Friday:

Wednesday:

Saturday:

Thursday:

ANY QUESTIONS YOU HAVE FOR US?

THANKS!

Please turn this in at the theater and we will contact you if we have an opening.