

# CINEMA ST: LOUIS

## **Venue Supervisor Job Description**

Cinema St. Louis' mission engages the St. Louis region through educational programs, cultural connectivity, and curated film exhibitions.

### **Position Description**

A Venue Supervisor acts as the primary Cinema St. Louis (CSL) & St. Louis International Film Festival (SLIFF) representative and responsible party at the festival venue when on duty. They will coordinate front-of-house operations, volunteers, and communication with venue and CSL staff.

### **Reporting Structure**

Reports to Festival Project Coordinator, Holland States.

### **Key Responsibilities**

- Attend Venue Supervisor training and thoroughly read the handbook provided
- Check volunteers in upon arrival, keep track of which volunteers show up and which don't, and report this to a specific CSL staff member (Holland)
- Manage volunteers on their shifts – assign volunteer duties and determine if there are seats left for volunteers to view the film/program
- Communicate with CSL staff, theater management, and guests (includes attending to dissatisfied patrons)
- Ensure the venue is appropriately set up with any necessary festival signage, ticketing areas, reserved seating, and any other requirements for the specific venue
- Is responsible for ballot reports
- Maintain a welcoming and accessible environment for patrons, filmmakers, and volunteers
- Ensure venue supply kit materials are organized and the venue is appropriately reset at the end of the shift

### **Work Schedule**

This seasonal position requires responsibilities throughout the St. Louis International Film Festival, which takes place November 5 - 15, 2026. There will also be an in-person meeting for mandatory training before the festival begins. CSL will also provide video training to assist throughout the festival. Evening and/or weekend availability is required during the festival.

### **Qualifications**

Strong communication and leadership skills; ability to remain calm and flexible in a fast-paced environment; organizational skills; ability to supervise rotating teams; professionalism; comfort with technology; ability to lift a 5-10lb bin of t-shirts.

### **Compensation**

Venue supervisors are compensated \$20 per hour. Missed or transferred assigned shifts will not be paid to the originally scheduled supervisor. Compensation for that shift will instead be paid to the person who provides the coverage. Supervisors also receive complimentary SLIFF shirts, an All-Access Pass (valued at \$500), and a one-year Film Fan membership (valued at \$120).