

## Set Manager Job Description

Come be a part of the special yearly tradition of photos with Santa. It's your job to help create a magical experience for everyone who visits. Amusematte Corp trains each manager and is there to help you guide the Santa photo set team to success.

The Set Manager is a seasonal team leader responsible for ensuring the smooth and efficient operations of the Santa photo set on a day-to-day basis. Responsibilities include but are not limited to financial accounting of all sales, budgets, hiring, payroll and all aspects of set operations. Set Managers must be able to perform, train and coach every role on the set. The Set Manager is responsible for motivating set employees to create a memorable experience for every guest.

### Essential Duties & Responsibilities

- Required to pass a Background Check
- Mandatory attendance at Set Manager Training prior to start of season
- Ability to schedule and supervise set staff
- Ensure timely and accurate transmittal of required data/reports:
- Payroll
- Pre-season hiring paperwork and personnel changes during season
  
- Daily Sales Reports
- Nightly transmission of data
  
- Incident Reports, if/when necessary
- Bank Deposits
- Ensure DAILY deposits are made
- Follow Amusematte Corp Policies and Procedures
- Ensure equipment and inventory are secured appropriately
- Ensure supplies and consumables are not wasted
- Supervise and coach team members to ensure that operations on the set run smoothly, effectively and in accordance with all Amusematte Corp policies and procedures
- Establishes and maintains a good working relationship with your District Manager, photo set team members (including Santa), Center Marketing Director, Center Manager and Staff, and build/maintain a positive image for Amusematte Corp at your center
- Professional attire (in costume during season) and good hygiene is required; your personal appearance reflects on the company and you
- Must be available and willing to work Friday, Saturday, and Sunday when set is busiest

### Education/Experience

- High School Diploma or equivalent work experience
- Supervisory experience and/or qualities
- Retail experience
- Customer Service experience

### Knowledge/Skills/Abilities

- Strong customer service skills
- Ability to hire staff
- Ability to train/motivate team, provide instructions effectively
- Teamwork skills: ability to build, manage, motivate and lead a TEAM
- Ability to prioritize, manage time and multi-task
- Ability to operate camera, POS system and other equipment, as required
- Ability to problem solve effectively



