

NOTIFICATION OF TEMPORARY CIVILIAN
(Non-Appropriately Funded – LOCAL WAGE RATE)
JOB OPPORTUNITY



JOB TITLE: Alliance Theatre Assistant Manager
HQS/UNIT: JFC Brunssum / Base Support Group
/ Morale & Welfare (MWA)
DUTY LOCATION: Brunssum (NLD)
SALARY SCALE: NAF LWR 2 (Local Civilian Post)
CLOSING DATE: 5 January 2025

ABOUT POSITION:

The Family Support and Morale and Welfare Branch (within Base Support Group) is responsible for the overall direction, management and co-ordination of international community, families and welfare support and the non-appropriated funds (NAF) generated activities (<https://www.jfcbrunssum.com>).

The Morale and Welfare Section within the Morale and Welfare Branch, is responsible for overall management and co-ordination of community and welfare support services and activities/programmes including non-appropriated funds.

The Morale and Welfare Alliance Theatre Assistant Manager is coordinating, supervising, and controlling progress of all duties in the Alliance Theatre.

THE DUTIES OF ALLIANCE THEATRE ASSISTANT MANAGER ARE TO:

- Manage and supervise Alliance Theatre Assistants (MWA Universal Assistants).
- Provide job training for new staff.
- Create working schedules of MWA Universal Assistants.
- Be responsible for box office operations and/or projectionist duties.
- Ensure proper staffing in each area of the theatre.
- Ensure theatre concession is properly manned, stocked and operated.
- Coordinate with distributor Army Air Force Exchange Service (AAFES), first POC for AAFES.
- Track and submit the correct payment percentages due to AAFES.
- Be responsible for receiving, safeguarding and shipment of movie hard drives.
- Be responsible for downloading movies and keys to theatre server
- Test movies the week previous to debut and notifying AAFES of any issues
- Be responsible for requesting additional movie keys and movies for special showings.
- Create and update movie schedules.
- Advertise scheduled showing utilizing poster boards, answering machines and electronic media.
- Make monthly deposits and ensure the pin machines and registers are working properly.
- Create and track work order for broken equipment and routine repairs.
- Review financial data and make operations adjustments, as necessary.
- Create and coordinate marketing strategies to attract customers.

- Purchase supplies from local stores
- Perform other duties as directed by the MWA manager or designated representative
- May be assigned to work in MWA facilities other than the Alliance Theatre, as needed
- Assist with Fitness Centre operations during the week and on weekends, as needed
- Assist with MWA Special Events that include, but not limited to Family Day and Christmas Event

THE ESSENTIAL QUALIFICATIONS ARE:

- High school education or equivalent
- Mandatory a professional command of the English language (will be tested during the interview)
- Food service, administrative and/or retail experience
- Management (supervisory) experience
- Completed training/certified as First Responder Officer (FRO) or willingness to be trained
- Valid B category driving licence

THE DESIRABLE QUALIFICATIONS ARE:

- Basic knowledge of Dutch, French and/or German
- Working knowledge general computer applications (mainly Excel, Word and PowerPoint)
- Experience in a performance arts facility
- Management experience in a retail environment
- Experience in a military, multi-national or international environment.

SUCCESSFUL CANDIDATE POSSESSES FOLLOWING PERSONAL ATRIBUTES:

- ✓ Ability to work well with others in a diverse, multinational environment
- ✓ Ability to deal with personnel and customers in a correct manner: show courtesy, tact, diplomacy, mental alertness and service mindedness
- ✓ Ability to perform assigned duties with attention to detail, speed, accuracy
- ✓ Demonstrates willingness to learn
- ✓ Possesses the ability to self-start and work successfully with no or limited supervision
- ✓ Must possess the ability to work in standing position for long periods of time
- ✓ Must be able to work nights, weekends, and holidays
- ✓ Needs ability to grasp, bend and stoop; push or pull heavy loads weighing up to 25kg

REMARKS

Successful candidates may be subject to a security investigation by national authorities; minimum required is a so-called 'Certificate of incorporation' / 'Verklaring omtrent het gedrag'.

The successful candidate is required to obtain a BSN (burgerservicenummer) for tax purposes in accordance with the policy, LWR Regulations Article 5.

Please note that NAF LWR vacancies are in the first place meant to be filled by local NATO community member's dependants (HQ JFC Brunssum, NCI Agency, International School, NAPMA, US AG and NAEWF E-3A Geilenkirchen). Dependants of serving NCI Agency, NAPMA or NAEWF E-3A Geilenkirchen staff members that hold a NON-EU nationality / citizenship (ALB, CAN, GBR, TUR or USA) need to apply themselves for a work permit. In

accordance with NLD legislation, this work permit is required before a NAF LWR employment contract can be awarded.

External candidates, on condition that they are a national of one of the 32 NATO member countries, may apply, however will only be considered if no qualified local NATO community members are available of which eligible applications of serving HQ JFC Brunssum NAF LWR Staff will be reviewed first.

APPLICATION PROCESS:

Applicants have to complete the Application Form NAF LWR.

Completed official Application Forms quoting the post title should reach the Civilian Personnel Branch at recruitment@jfcbs.nato.int not later than the closing date (**Sunday 5 January 2025**).

For the completion of the Application Form please note:

- Application Forms in the initial phase of recruitment are acceptable as softcopies only (no signature required).
- A maximum of 2 pages plain paper (A4) may be added to the official Application Form in case, for certain items, more space is required.
- Copies of relevant diploma's/certificates are not to be forwarded until requested. Please note that, once diploma's/certificates will be requested, any such documents, other than in the English, Dutch or German language, should be translated into English and if possible attached as a certified translation. It should be noted that an official institution may assess value and validity of diploma's and certificates.
- In case of multiple applications within the same organization, applicants should send separate applications for each post. On each application they have to refer to the Title of the post(s) in which they are interested and have applied for, listing them in order of their preference.

Applications, which are completed in accordance with the above instructions, will be taken into consideration.

The selected candidate will be offered a **definite duration contract for a period of 12 months** including a probationary period of 1 month.

The contracted number of hours a month will be varying from 10 to 80 hours per month.

The gross hourly wage will be **17,19 euro** (all entitlements e.g. annual leave included) in line with NAF LWR grade 2.

Point of contact for all job related questions is:

MSgt Alaina Baldowski – alaina.baldowski@jfcbs.nato.int ; tel: 0031 45 526 2626