



Navy Region Europe, Africa, Central
NAF Human Resources
PSC 817 BOX 108
FPO, AE 09622-0108

VACANCY ANNOUNCEMENT

NON-APPROPRIATED FUND (NAF) POSITION

ANNOUNCEMENT NO.	26-056
POSITION TITLE	RECREATION ASSISTANT Ua-0189-06
SALARY	Ua-06 Euro 2,443.46 – Euro 2,614.46 per month plus applicable allowances.
EMPLOYMENT CATEGORY	FULL-TIME PERMANENT
LOCATION	Commander, Navy Region Europe; Fleet and Family Readiness Program; Morale, Welfare and Recreation Dept., Business Activities Division, Theater, Gricignano D'Aversa, Italy
AREA OF CONSIDERATION	Citizens of a member state of the European Union. However, applicants who hold both U.S. and Italian citizenship are not employable by the U.S. Forces in Italy.
OPENING DATE	22 December 2025
CLOSING DATE	05 January 2026

INTRODUCTION The purpose of this position is to assist management with movie program operations, private functions/parties, themed events related to a new movie premier, stage Theater programs, etc.

DUTIES AND RESPONSIBILITIES

Opens and secures facility.

Ensures auditorium, concession area, and restrooms are clean and safe prior to patrons arriving. Monitors patrons to enforce rules of auditorium and may assist customers with general questions, requests and simple complaints.

Assists with booking of the Theaters for training, parties, or special events and ensures all equipment is working properly before training and/or private shows.

Upon patron's request, issues hearing and visually impaired equipment, verifies its working conditions and activates connection.

Oversees the evacuation of the Theaters in the event of an emergency.

Downloads digital content of provided movies, previews and advertisements into the Digital Projector 2D/3D, Dolby surround audio process and all associated audio visual and digital equipment.

Programs digital display boards with upcoming movie schedules for the ticket booth and both theaters.

Ingests hard disks of new movies in Digital Cinema Package (DCP) file format, removes, and unlocks movies on the digital equipment as well as creates playlists.

Ensures that emails communicating key codes for movie decryption are received and dates are accurate.

Maintains, deletes, and adds the appropriate trailers in the playlists.

Ensures the scheduled movies are ready to be shown and projection and sound equipment are in good working order prior to the start of each showing.

Tracks movie deliveries and notifies management of delays.

Performs frequent checks inside the auditorium to ensure sound level and picture quality are properly set.

Coordinates periodic and extraordinary maintenance with local and external contractors.

Creates and updates displays for the theater TVs, video presentation with coming attractions and theater advertising.

Ensures movie posters are current.

Prepares movies to be shipped in original container and starts the shipping procedure.

Assists management with training new employees on movie program operations.

Submits facility maintenance safety checks, movie inventory, asset inventory monthly

Submits movie attendance reports and completes CNIC data calls as required

QUALIFICATIONS & REQUIREMENTS:

Six (6) months of general experience and six (6) months of specialized experience.

General experience is any type of work that demonstrates the applicant's ability to perform the work of the position.

Specialized experience is that which has equipped the applicant with particular knowledge, skills and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the work of the position (e.g. Group leader/counselor in community centers, sales or stock clerk in recreation supply/equipment shop, aid in resort recreation service, etc.).

OR

Successfully completion of two (2) years of education above the high school level in any field for which high school graduation or the equivalent is the normal prerequisite, that included at least 12 semester hours of courses related to recreation.

KNOWLEDGE REQUIRED BY POSITION:

Extensive knowledge of MWR/CNIC rules, regulations and procedures in regards to an MWR business activity and recreation program.

Practical knowledge of standard theater practices and procedures regarding patron entitlements, routine inspections of the facility, reporting practices and procedures to prepare, assemble, coordinate, and process various activity reports on assigned topics.

Knowledge of methods and practices involved in the operation of the Theater to perform work assignments such as inspection of the facility for cleanliness, physical condition of furnishings and equipment, operating conditions of equipment, handling of patron complaints and providing general assistance to Theater Manager.

Ability to train others. Ability to communicate effectively in both English and Italian.
Ability to use computers, internet navigation, downloading, zipping and unzipping files.
Skill with utilizing software packages to include Microsoft Office and those specifically utilized to control LED signs for movie advertising.
Skill with testing and activating hearing and visually impaired communication equipment.
Ability to independently organize work to meet deadlines.
Ability in ensuring that other staff members are adhering to the SOP's.

ADDITIONAL REQUIREMENTS:

Selectee will be required to favorably pass a security background check and a pre-employment medical suitability examination as a condition of employment.

Applicants must be able to read, write and speak fluently in both English and Italian.

Subject to irregular work schedule that may include night shifts, rotating shifts, weekends and/or holidays.

HOW TO APPLY:

The application form and instructions on how to apply have been revised as of 19 August 2024. Applications that do not conform to the revised instructions will not be considered. Application must be submitted in English language. Applications in Italian language will not be considered.

Application **MAY ONLY BE SUBMITTED VIA E-MAIL. NAF HRO will NOT accept 'hard copy' applications.** Submit your application to: usn.naples.cnr-eurafcentnpl-it.mbx.n9-naf-human-resources@us.navy.mil

Please read the Instructions by clicking on the following link, before submitting your application https://cnreurfcent.cnic.navy.mil/Portals/78/CNREURAFCENT/Documents/Local_National_Vacancies/Forms/NEW%20INSTRUCTIONS%20AS%20OF%201%20JULY%202024.pdf?ver=fz5rqlqhQPRQ7iq2z00U6Q%3d%3d

The new application form may be downloaded from:
<https://cnreurfcent.cnic.navy.mil/About/Job-Openings/NAF-Positions/>

The subject line of your email MUST contain: your LAST and FIRST name and the vacancy announcement number and title (e.g. Rossi, Mario, 24-009, Program Analyst);

Applicants will receive an automatic e-mail within 24 hours of submitting their Employment Application, it is applicant's responsibility to contact NAF HRO at: usn.naples.cnr-eurafcentnpl-it.mbx.n9-naf-human-resources@us.navy.mil or via telephone 314-626-4164/COMM: 081-568-4164.

Any incident after the closed date of the Job Announcement will result in the request not being considered. There will not be exceptions to this rule.

Application must be submitted by the closing date of the vacancy announcement. Late applications will not be accepted.