



JOB OPENING

JOB TITLE	Special Events Coordinator-Longacre house
POSTING DATE	January 6, 2025
CLOSING DATE	Open until filled.
DEPARTMENT/DIVISION	Special Services/The Longacre House
EMPLOYMENT STATUS	Temporary / Part-Time
START DATE & WORK SCHEDULE	ASAP The schedule varies depending on event schedules. Must be available nights and weekends
PAY RATE	\$16- \$18.50 per hour.
PREVIOUS WORK EXPERIENCE	Customer service experience is required. Previous work with special events is a plus.
EDUCATION and SPECIAL SKILLS & TRAINING	Must be 18 years or older. Previous work with event planning is a plus.
BASIC RESPONSIBILITIES	Assist with event set up and tear down. Meet with clients to tour the Longacre House, see event spaces, and discuss desired events. Works with a variety of clients for weddings, showers, birthday parties, etc. Assist catering company with events. Manage schedules and event contracts. Responsible for the cleanliness of the Longacre House.
HOW TO APPLY:	All candidates must complete a City of Farmington Hills employment application . Applications are located at www.fhgov.com or in the Human Resources Department at City Hall (31555 West Eleven Mile Road Farmington Hills, MI 48336). Please email the completed application and supporting documents to hr@fhgov.com or in person to the HR Department for consideration.

EQUAL OPPORTUNITY EMPLOYER