



**JOB OPENING**

<b>JOB TITLE</b>	<b>Theatre FOH (Coordinator)</b>
<b>OPENING DATE</b>	September 11, 2024
<b>CLOSING DATE</b>	<b>Open until filled.</b>
<b>DEPARTMENT/DIVISION</b>	Special Services / The HAWK.
<b>EMPLOYMENT STATUS</b>	Part-Time
<b>START DATE &amp; WORK SCHEDULE</b>	ASAP Thurs-Sun, approximately 15-25 hours per week depending on concert/event schedule
<b>PAY RATE</b>	\$16.00-\$18.00 per hour
<b>PREVIOUS WORK EXPERIENCE</b>	Required experience in live events. Experience in event management or front-of-house coordination preferred.
<b>EDUCATION</b>	No degree is required
<b>SPECIAL SKILLS &amp; TRAINING</b>	Must have exceptional customer service skills. Must have exceptional problem-solving skills and be able to work on a tight timeline.
<b>BASIC RESPONSIBILITIES</b>	Under the direction of the Farmington Hills Special Services Cultural Alts Supervisor and Cultural Alts Coordinator, The Theatre Front of House Coordinator will be responsible for all aspects of front-of-house management for concerts and events at the Hawk Theatre. Basic responsibilities include: setting up the lobby for concerts, communicating with and assisting box office and building staff when necessary, greeting and assisting patrons, directing front-of-house assistants on duties and placements, and resolving ticketing issues.
<b>HOW TO APPLY</b>	All candidates must complete a City of Farmington Hills employment application. Applications are located at <a href="http://www.fhgov.com">www.fhgov.com</a> 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 in .pdf form to <a href="mailto:hr@fhgov.com">hr@fhgov.com</a> or in person to the HR Department for consideration.

**EQUAL OPPORTUNITY EMPLOYER**