



**JOB OPENING**

<b>JOB TITLE</b>	<b>Theatre Technician AV I(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>	Experience in live events preferred
<b>EDUCATION</b>	High School graduate required plus some college experience preferred.
<b>SPECIAL SKILLS &amp; TRAINING</b>	No degree is required. Must have exceptional customer service skills. Must have exceptional problem-solving skills and be able to work on a tight timeline. Experience working with theatre AV preferred.
<b>BASIC RESPONSIBILITIES</b>	Under the direction of the Farmington Hills Special Services Cultural Arts Supervisor and Cultural Arts Coordinator, The Theatre AV Tech I Coordinator will be responsible for assisting with all aspects of concerts and events at the Hawk Theatre, including basic AV tech duties such as setting up microphones, running cables, and connecting audio and video sources via Bluetooth, Wi-Fi and HDMI. This position may also assist with front-of-house duties such as ticket scanning, greeting patrons, and set up and tear down of equipment and decorations.
<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**