



JOB OPENING

JOB TITLE:	Theatre Coordinator (The Hawk)
JOB DESCRIPTION:	We're looking for an enthusiastic Theatre Coordinator to be a key player in making our events at the Hawk Theatre truly special! In this role, you'll assist with front of house operations, setting up the lobby for concerts and ensuring everything is welcoming for our patrons. You'll work closely with the theatre manager, helping with box office tasks and greeting guests as they arrive. Your excellent customer service and problem-solving skills will be essential as you guide our team of front of house assistants and keep everything running smoothly. If you're passionate about live events and enjoy working in a vibrant atmosphere, we'd love to have you on board!
POSTING DATE:	8/13/2026
CLOSING DATE:	Open until filled.
DEPARTMENT/DIVISION:	Special Services/Cultural Arts
EMPLOYEE GROUP:	Regular Part-Time
EMPLOYMENT STATUS:	Part-Time
START DATE & WORK SCHEDULE:	ASAP; Evenings, Thurs-Sun, approximately 10-20 hours per week depending on concert/event schedule.
PAY RATE:	\$16 - \$18.50 per hour
PREVIOUS WORK EXPERIENCE:	Required experience in live events. Experience in event management or front of house coordination is preferred.
EDUCATION:	High school graduate or equivalent preferred.
SPECIAL SKILLS & TRAINING:	Must have exceptional customer service skills. Must have exceptional problem-solving skills and be able to work on a tight timeline.
BASIC RESPONSIBILITIES:	Under the direction of the Farmington Hills Special Services Cultural Arts Supervisor and Cultural Arts 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.
HOW TO APPLY	All candidates must complete an online application . Please create an account and submit it online for consideration.

The City of Farmington Hills is an Equal Opportunity Employer.

We work hard to enable all employees to succeed, and to that end, we welcome diverse talent and cultivate an inclusive environment that encourages collaboration and creativity. We're committed to building a workforce where people thrive by being themselves and are inspired to do their best work every day.