



JOB OPENING

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| JOB TITLE | Theatre Coordinator |
| POSTING DATE | 9/15/2025 |
| CLOSING DATE | Open until filled. |
| DEPARTMENT/DIVISION | Special Services/Cultural Arts |
| EMPLOYEE GROUP | General |
| EMPLOYMENT STATUS | Part-time/Temp |
| START DATE & WORK SCHEDULE | ASAP Evenings Thursday - Sunday, approximately 10-24 hours per week depending on concert/event schedule. |
| PAY RATE | \$16.00 - \$18.50 per hour |
| PREVIOUS WORK EXPERIENCE | Required experience in live events. Experience in event management or front of house coordination preferred. |
| EDUCATION | High School Diploma 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, resolving ticketing issues. |
| HOW TO APPLY | All candidates must complete an online application . Please create an account and apply online for consideration. |

EQUAL OPPORTUNITY EMPLOYER