

FRONT OF HOUSE COORDINATOR



JOB OVERVIEW

The Kamloops Film Society at the Paramount Theatre is looking to hire an ongoing Part-time FOH Coordinator for the Theatre. Most shifts would be evening shifts, but some assistance may be required during the day as well depending on the employee's schedule and skillset.

The FOH Coordinator reports to the KFS Executive Director.

The KFS at the Paramount Theatre is looking to make the operations of the Theatre an exciting and viable endeavor that Kamloops residents can be proud of. We are counting on our staff to be a driving force behind this new growth for the KFS.

RESPONSIBILITIES AND DUTIES

- In conjunction with other staff, manage the front-of-house during screenings and events
- Manage a team of volunteers in the delivery of a spectacular patron experience
- Clean the theatres, the lobby, bathrooms, the concession, and other areas as needed during the shift
- Sell tickets and concession items
- Make popcorn, pour drinks, and keep the concession and facilities stocked as needed
- Report to the Executive Director daily
- Count floats and cash drops

QUALIFICATIONS

- Must be 19 years or older
- Education: High school required, at least some post-secondary preferred
- 1 year of customer service experience
- Serving it Right & Foodsafe Certification (Can be obtained once hired)
- Able to lift at least 20kg
- Must have at least 4 evenings every week available
- Natural leader and team player with great attention to detail, who thrives in a fast paced environment, but can also fill their time with relevant tasks during slow periods

Interested candidates are asked to send a cover letter and resume to dusan@thekfs.ca with "FOH Coordinator" in the subject line by September 13, 2019. Only those shortlisted for an interview will be contacted.