

FRONT OF HOUSE COORDINATOR



JOB OVERVIEW

The Kamloops Film Society is looking to hire an ongoing Part-time FOH Coordinator for the Paramount Theatre, the Twin Rivers Drive-In, and the MovieMart Video Store. Most shifts would be in the evening, but the successful candidate is required to have some daytime availability as well.

The FOH Coordinator reports to the Operations Manager.

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 the continued growth and evolution of 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 on activities
- Count floats and cash drops
- Check patrons in
- Assist patrons in selecting rental and purchase movies in the video store

QUALIFICATIONS

- Must be 19 years or older
- Education: High school required, at least some post-secondary preferred
- Must have at least some daytime and evening availability during the week, along with ongoing evening availability on the weekends.
- 1 year of customer service experience
- Serving it Right & Foodsafe Certification (Can be obtained once hired)
- Able to lift at least 20kg
- 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 July 1st, 2022. Only those shortlisted for an interview will be contacted.