

FRONT OF HOUSE COORDINATOR



POSITION OVERVIEW

The Kamloops Film Society (KFS) is looking at expanding their part-time Front of House (FOH) Coordinator team. The successful candidate can be employed for work shifts at The Paramount Theatre, the Twin Rivers Drive-In (in the summer), the MovieMart video store, or a combination thereof.

At The KFS we continuously strive to make the operations of our theatres an exciting and viable endeavor which Kamloops residents can be proud of. We count on our staff to be the driving force behind the continued growth and evolution of The KFS. We provide extensive training and mentorship to the successful candidate and a unique and fun working environment.

Most shifts are in the evening and weekends, but the successful candidate is required to have some daytime and weekday availability as well.

The FOH Coordinator reports to the Operations Manager.

JOB RESPONSIBILITIES

- Manage the front-of-house during screenings, events, private bookings and rentals, in conjunction with the other staff
- 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 and serve popcorn, pour drinks, and keep the concession and facilities well-stocked
- Handle the basic technical tasks involved in day-to-day operations
- Report on daily/ weekly/ nightly activities
- Manage the cash transactions on the tills, cash floats, and cash drops
- Check-in patrons for various events, including offering any special assistance they might need
- Assist patrons in selecting rentals and purchase movies at the MovieMart video store
- Assisting with special events outside of The Paramount premises, as and when required

QUALIFICATIONS REQUIRED

- Age: Must be at least 17 years old
- Education: High school required, some post-secondary preferred
- Availability: Must have at least some daytime and evening availability during the week, along with ongoing evening availability on the weekends
- Experience: Previous customer service experience would be considered an advantage
- Certifications: Serving It Right & FOODSAFE Certification (Can be obtained once hired)
- Others:
 - Able to lift at least 20kgs
 - Ability to be a team player with great attention to detail
 - Ability to thrive in a fast-paced customer-centric environment

SALARY:

Competitive with similar jobs

PERKS AND BENEFITS:

- Work with a passionate bunch of movie-lovers and talk about movies all day
- Free movies, popcorn, and drinks whenever your work schedule allows
- Free rentals from MovieMart – a collection of over 25,000 movies
- Extensive and regular training on a wide range of employability skills
- Foothold into a fast growing and dynamic not-for-profit organization
- Future growth opportunities for the candidates with established merit

START DATE:

February 1st, 2023

Interested candidates may send a cover letter and resume to radhika@thekfs.ca with 'Application for FOH Coordinator Position' mentioned in the subject line, by end of business on **January 26th, 2023**.

Please note that a cover letter is required for an application to be considered complete.

Only shortlisted candidates will be contacted for an interview.