



JOB OPENING

JOB TITLE	Assistant Theatre Manager
OPENING DATE	September 9, 2024
CLOSING DATE	Open until filled.
DEPARTMENT/DIVISION	Special Services / HAWK
EMPLOYMENT STATUS	Part-Time
START DATE & WORK SCHEDULE	ASAP Primarily evenings and weekends, 24-30 hours/week. Some weekdays as needed.
PAY RATE	\$ 19- 21 per hour
PREVIOUS WORK EXPERIENCE	Audiovisual, production, and/or technical theatre background, Minimum of 2 years field experience. Experience working with the public is desirable. Demonstrated interest in the arts. Experience working live events is required.
EDUCATION	College degree, proven significant work experience in live events and theatre AV considered in lieu of completed degree. Major/Minor in theatre, theatre tech or related field 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. Knowledge and experience in planning, leading, staffing, and organizing staff, training, and safety operations to produce successful outcomes and deliver exceptional experiences for theatre performers and guests, Prior experience working in a public, community setting is a plus. Experience with AV technology is required. Ability to use/create Standard Operating Procedures for areas such as staff management, administrative protocols, user access, and safety.
BASIC RESPONSIBILITIES	<p><u>BASIC RESPONSIBILITIES</u></p> <p>This position assists the theatre manager with technical and front-of-house management as needed. This position will be required to work evening and weekend shifts.</p> <p><u>ESSENTIAL FUNCTIONS</u></p> <ul style="list-style-type: none"> • Provides production assistance and supervision to maintain safe working practices at all times. • Oversees front-of-house staff and acts as a liaison between patrons and box office staff as needed. • Performs other related duties as assigned or as directed.

	<ul style="list-style-type: none">• Performs a variety of office tasks. Prepares correspondence, answers phones, and assists residents with questions and other office duties.
HOW TO APPLY	All candidates must complete a City of Farmington Hills employment application. Applications are located at www.fhgov.com or in the Human Resources Department at City Hall (31555 West Eleven Mile Road, Farmington Hills, MI 48336). Please email the completed application and supporting documents in .pdf form to hr@fhgov.com or in person to the HR Department for consideration.

EQUAL OPPORTUNITY EMPLOYER