

# FRONT OF HOUSE COORDINATOR



## JOB DESCRIPTION

The Front of House (FOH) Coordinator at the Kamloops Film Society (KFS) works directly with attendees, ensuring a high level of customer service and a positive patron experience. The role oversees the concession, the theatres, the volunteers, and the playing of the films, troubleshooting when necessary.

The FOH Coordinator is a part-time position paid on a per hour basis. On average, it is expected that each FOH Coordinator will work approximately 10-20 hours per week. KFS regular screenings take place Thursday to Saturday evenings, but we also have rental events on weekdays, so schedule flexibility is ideal.

The KFS runs a small operation so the FOH Coordinator will be at times be asked to assist with improvement/ maintenance projects such as painting or cleaning.

## RESPONSIBILITIES AND DUTIES

- Selling food and drinks
- Selling tickets, passes and memberships
- Checking patrons in
- Working a Point of Sale System; Handling Cash; Working a Debit/Credit Machine
- Making Popcorn
- Cleaning the theatres, bathrooms, concession, lobby, and other common areas
- Stocking all concession and cleaning items
- Lead Volunteers on their nightly duties
- Handle projectors/computers, troubleshooting if necessary
- Maintenance/ upkeep tasks as needed
- Ensuring cleaning protocols are met

**RATE: \$17.85/hr**

**DEADLINE TO APPLY:** Until filled

**HOW TO APPLY:** Email a resume and a brief cover letter to [careers@thekfs.ca](mailto:careers@thekfs.ca)