

HOPEWELL THEATER

Front of House Events Team Member

Hopewell Theater is now accepting applications for our Front of House Events Team Member positions!

Our Events Team members are critical to Hopewell Theater business operations. Front of House Events Team Members need to be attentive to guest needs and able to work in different roles: from box office to concession attendant to usher. Once hired for this position Team Members will be assigned to respective roles per shift.

Team members will attend to Box Office sales, stock inventory, prep and serve foods at concession, assist patrons in finding seats. Team members will maintain a standard of excellence at Hopewell Theater by greeting guests, cleaning the theater, restrooms and common areas and offering guest services.

Position is an opportunity for individuals to build their leadership, business acumen and broader life skills while working in a demanding fast-paced environment where multi-tasking is required.

Required Skills & Abilities:

- Available to work nights and weekends per schedule, and all recognized holiday periods and to arrive for work, as scheduled, on time. Flexibility is a MUST as Hopewell Theater's programming and shift schedules are subject to change week by week.
- Must be 18 plus years of age.
- Comfortable interacting with customers in a retail environment, in person, and on phone.
- At least 2+ years with restaurant experience, customer service, and/or POS systems is required.
- Ability to read, write and speak fluent English.
- Do basic math to tender sales, make change and cash out accurately at end of shift.
- Ability to lift up to 20 pounds and stand up to 4 hours.
- Facility with operating computer and using technology.
- Team members must be available to work 6-12 hours per week minimum.

Hopewell Theater offers a range of inviting cultural experiences—independent movies, live music, guest speakers, comedy, and post-show artist Q&A's. Patrons can choose to

dine in or just come for the show. Artists can also rent the theater to practice, perform or show their passion project on the big screen and producers can partner with the theater to present their work.

It is Hopewell Theaters policy to consider all qualified applicants for employment without regard to sex, race, color, national origin, ancestry, citizenship status, religious creed, gender, gender identity, gender expression, marital status, pregnancy, childbirth, sexual orientation, physical or mental disability, medical condition, genetic information, age, military or veteran status, or any other basis protected by applicable law. We consider qualified applicants with criminal histories, consistent with applicable law. It is our policy to provide reasonable accommodations to people with disabilities as required by law.

Job Type: Part-time

Salary: \$12.00 /hour

TO APPLY: Please email resume, cover letter, and references to **hthires2@gmail.com**.