



Front of House Staff

Permanent - Part Time

Compensation: Based on experience

Reports to: Executive Director

The Idaho Falls Arts Council (IFAC) is searching for a dynamic and experienced individual who is committed to fostering our mission to educate our community and enrich its quality of life by promoting, advocating and presenting a broad spectrum of visual and performing arts in eastern Idaho. We support our mission with the Colonial Theater, Willard Arts Center and ARTitorium on Broadway.

The Front of House Staff Member (FOH) is responsible for the detailed experience of patrons and volunteers associated with use of the Willard Arts Center and ARTitorium on Broadway for both IFAC and rental presentations. Because this position is event based, Front of House schedules are extremely variable, with hours primarily during the evening and weekends. A qualified candidate would thrive as a calming force in high pressure situations with the ability to solve problems in a professional manner.

DUTIES INCLUDE:

Event Night Lead

- Prepare Theater for Performance
- Supervise Volunteer activities
- Be Arts Council Representative for Problem Solving Situations
- Set-up and prepare concessions for event; must be able to lift 25 lbs and stand for long periods of time
- Ensure safe and clean environment for event

General

- Be a positive humble reflection of the Arts Council's mission at all public events where you are acting as a representative of IFAC

DESIRED QUALIFICATIONS

- Customer Service Experience; Supervisory preferred
- Computer Skills – Google Calendar, Email
- Proven ability to work under pressure
- Confident, humble and patient in stressful situations with the public

To apply, the candidate must submit a letter of intent, resume, and 3 references to:

Lara Hill, Events and Rentals Manager, lhill@idahofallsarts.org