



*Taproot Theatre tells stories of hope, serving the Pacific Northwest through live theatre and educational programs.*

## **COVID Safety Officer Job Description**

<b>Department:</b> Marketing	<b>Pay Range:</b> \$16.69
<b>Supervisor:</b> Patron Services Manager	<b>Status:</b> hourly, part time
<i>Job Description Revised September 2021</i>	<b>Location:</b> Seattle, WA
<i>Desired Start Date: Early November</i>	<i>Position Open Until Filled</i>

**Position Overview:** The COVID Safety Officer (CSO) is responsible for enforcing COVID safety protocols and rules at Taproot Theatre; before, during, and after performances. The CSO will verify proof of vaccination and photo IDs of patrons for venue entry. This person will also be the point person for patrons who would like more information on our COVID Safety Protocols and Rules.

### **Specific Areas of Responsibility**

#### **COVID Safety Officer**

- Responsible for checking proof of vaccination and photo IDs of patrons at the door, for entry into Taproot.
- Stamping wrist of verified patrons.
- Work with the Front of House staff (House Manager, Box Office, Volunteer Ushers) to help with enforcement of COVID protocols and rules.
- Resolve and report any non-compliance issues that arise.
- File COVID Compliance Reports with the House Manager for the Front of House Report as needed.
- Maintain a working knowledge of front of house procedures and rules.
- Complete approved COVID Front of House certification as provided by Taproot Theatre.

#### **Required Qualifications/Skills:**

- Compatibility with Taproot Theatre's mission and values
- Possess a love of theatre arts that translates to a desire to serve our patrons with outstanding service
- Solid interpersonal communication skills with a strong customer service background
- Availability to work evenings and weekends (Wednesday, Thursday, Friday, and Saturday evenings and Saturday afternoons) while shows are running
- Dependable and prompt
- Be able to calmly handle multiple issues at once

**Pay & Benefits:**

- Pay is hourly
- Scheduling is semi-flexible, 20-24 hours/week depending on Taproot production schedule. Normal schedule is Wednesday, Thursday, Friday, and Saturday evenings as well as Saturday afternoons.
- Generous complimentary ticket policy

**Equity & Inclusion:** Taproot Theatre is working to become an anti-racist organization which prioritizes accessibility, transparent communication, and humanity to foster a space of belonging for all. As part of this work, employees will participate in regular trainings and discussions and be asked to support anti-racism and accessibility initiatives and policy changes, as part of their scope of work. To that end, Taproot Theatre seeks employees who demonstrate initiative to expand their own learning and competency within these areas in order to meaningfully participate in dismantling institutional racism, bias, and other systems of oppression which permeate our industry.

**Faith Statement:** Taproot Theatre Company is incorporated as both a non-profit theatre and a parachurch organization. A parachurch organization is a Christian faith-based organization which works outside of church oversight, and across denominations, while carrying out its mission. Currently, all permanent Taproot staff participate in corporate prayer and self-identify as Christians. Seasonal workers and guest artists may choose not to participate in these customs and represent a diversity of faith traditions and backgrounds. Taproot Theatre welcomes folks of other faith traditions who are comfortable working in a Christian environment to apply for all open positions and does not discriminate on the basis of religion.

**Physical Requirements:** This position requires frequent sitting or standing, manual dexterity, and good eyesight to handle and read an assortment of IDs and proof of vaccination cards (small print); strong command of the English language with the ability to be understood. A good deal of this work will be done at an open entrance so appropriate outerwear may be needed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

**Public Health:** Taproot Theatre Company requires every employee, volunteer, and contractor to present proof of vaccination against COVID-19. Proof of vaccination can be vaccine card (copy or photo accepted), WA state immunization printout, or verified medical record printout from medical provider.

To apply, submit a cover letter and resume to Jenny Cross, Patron Services Manager

[jenny@taproottheatre.org](mailto:jenny@taproottheatre.org).

*Taproot Theatre does not discriminate on the basis of race, color, religion, sexual orientation, sex or gender identity, age, citizenship, national origin, veteran status, marital status, mental, physical, or sensory disability, or any other protected and otherwise underrepresented groups of individuals.*