

TAPROOT THEATRE

C O M P A N Y

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

Facilities Associate

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| Department: Facilities | Pay: \$20/hour |
| Supervisor: Facilities Supervisor | Status: Part Time |
| <i>Job Description Revised July 19, 2023</i> | Location: Seattle, WA |
| <i>Desired Start Date: ASAP</i> | <i>Position Open Until Filled</i> |

Position Overview: As a member of the facilities team, the Facilities Associate works before scheduled events and performances to ensure an attractive, sanitary, and safe environment for patrons, performers, visitors, and staff of Taproot. They will perform a variety of cleaning tasks to prep both the Kendall Center and Jewell Mainstage Theater for scheduled activities.

Specific Areas of Responsibility

Indoors

- Cleaning restrooms
- Performs a variety of cleaning activities such as vacuuming, sweeping, mopping, sanitizing, dusting and polishing
- Cleaning assigned areas for the purpose of maintaining a sanitary, safe and attractive environment.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of each space. (ie, rearranging tables/chairs)
- Inform the Facilities Supervisor of minor repairs that are needed.

Outdoors

- Window cleaning/dusting window panes as needed
- Sweeping doorways and sidewalks each shift
- Keep front and back of both buildings free of trash and debris during shift.
- Clean off any graffiti/tagging that are visible during shift and treatable with Goof Off

Required Qualifications/Skills:

- Compatibility with Taproot Theatre's mission and values
- Cleaning experiences appreciated, not required
- Ability to adapt/problem solve in a fast paced environment
- Good time management skills
- Reliable transportation to and from the theater
- Good communication skills

Hours:

- We are offering 10-15 hours weekly for this position, the most of which will be scheduled for Saturdays with potential for more hours when coverage is needed during the week/on Sundays
- Fridays 8a-1p
- Saturdays during show weeks: 8a-12p, 3p-6:30p
- Saturdays during dark weeks: 8a-12p,
- Generous complimentary ticket policy

The Taproot Theatre, dba Taproot Theatre Company (Taproot), prohibits and will not tolerate unlawful discrimination in employment of qualified employees and applicants. Taproot prohibits unlawful discrimination

on the basis of race, color, national origin, religion, sex (including pregnancy), marital status, sexual orientation, age, disability, genetic information, honorably discharged veteran or military status, citizenship or immigration status, or any other legally protected category protected by applicable federal, state, or local law. As a religious organization, Taproot gives lawful preference in employment to certain employees and prospective employees on the basis of religion.

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 religious organization. Our organization operates outside of church oversight and across denominations. 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 backgrounds and faith traditions. Taproot Theatre welcomes people of all faith traditions who are comfortable working in a Christian environment to apply for open positions and does not preference candidates for non-director positions on the basis of religion.

Physical Requirements: This position requires:

- Frequent movement and standing
- Ability to occasionally lift items weighing up 35lbs
- Ability to climb stairs frequently throughout the work day
- Ability to work closely with various cleaning chemicals (Including Ecolab's hydrogen peroxide surface cleaning spray, Lysol Toilet Bowl cleaner, Goof Off, Stainless Steel cleaner cleaning vinegar, dish soap, baking soda, window cleaner, stain removers, and carpet cleaning solutions).

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 short cover letter and resume to hire@taproottheatre.org