

# TheatreWorks

SILICON VALLEY

## Production COVID-19 Safety Manager

### Organization Overview

Theatreworks Silicon Valley is a \$11 million, LORT B theatre company and is committed to developing new works for the American theatre and has produced 70 world premieres and over 150 U.S. and regional premieres. Our season includes a mainstage series of eight plays and musicals serving approximately 100,000 patrons, a thriving New Works Initiative, and a collection of innovative education programs reaching 15,000 students every year. More information about the company can be found at [www.theatreworks.org](http://www.theatreworks.org).

With a reputation for artistic excellence, innovation, diversity, and integrity, TheatreWorks is Silicon Valley's leading professional nonprofit theatre company. TheatreWorks presents a year-round season of musicals, comedies, and dramas in the Mountain View Center for the Performing Arts and at the Lucie Stern Theatre in Palo Alto.

### Position Overview

Theatreworks Silicon Valley, a TONY Award winning theatre company, seeks a Production COVID-19 Safety Manager. Reporting to the Production Manager, the Production COVID-19 Safety Manager will be responsible for helping to create and then overseeing the organizations COVID-19 safety protocols related to its upcoming productions.

### Responsibilities

1. Create COVID-19 safety protocol plan for rehearsals and performances based on TW's existing COVID-19 plan and updates from union partners; as well as, City, County, and State guidelines.
2. Manage required cleaning and disinfecting supplies in coordination with TW's Administrative COVID-19 Safety Manager
3. Disinfect all rehearsal rooms and adjacent rooms used by actors daily prior to rehearsals
4. Administer testing process with actors and creative staff
5. Attend all rehearsals to monitor safety protocol adherence
6. Other duties as warranted by current conditions

### Qualifications, Skills and Abilities:

- Completion (or ability to complete) of a recognized COVID-19 Compliance Manager training program
- Working knowledge of the rehearsal and production process
- Team player mentality, ability to work independently while also supporting team's goals and members.
- Strong project management skills
- Creativity, patience and a sense of humor.

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TheatreWorks' commitment to producing the highest quality programming is dependent on building a community whose members come from diverse cultures, backgrounds, and life experiences. We join with a growing number of theatres in the movement to ensure that those who have been excluded historically- individuals from racial and ethnic groups, LGBTQ people, people with disabilities, and women - are at the decision-making table, reflected in our programming, and represented on our staff.

Compensation range \$25/hr. Open to FT or PT structure of this position. Position available until filled.

Please send a cover letter and resume to:

Production COVID-19 Safety Manager

Theatreworks Silicon Valley

PO Box 50458

Palo Alto, CA 94303-0458

or e-mail to [search@theatreworks.org](mailto:search@theatreworks.org)