

POSITION ANNOUNCEMENT  
COVID Safety Officer



POSTING DATE: August 2022  
STATUS: Part-Time  
REPORTS TO: Facilities Manager

### **ABOUT ROUND HOUSE THEATRE**

Round House is a theatre for everyone. We enrich our community through bold, outstanding theatrical and educational experiences that inspire empathy and demand conversation. We work toward equity, diversity, and inclusion across all aspects of our organization; we highlight voices that have been historically misrepresented and under-resourced by the theatre field; and we ensure that our work is accessible to patrons of all ages, cultural backgrounds, economic groups, and physical ability. Our [organizational values](#) include a [commitment to be an anti-racist](#), anti-sexist organization. We actively encourage people from a variety of backgrounds with different experiences, skills, and stories to join us and develop our working practice.

Round House Theatre is one of the “Big Six” professional theatres in the Washington, DC area, with “a renovation matching [its] upgrade in recent years as a purveyor of dramatic art” (Peter Marks, *The Washington Post*). A nonprofit professional LORT theatre with an annual budget of more than \$6 million located in suburban Washington, DC (Bethesda and Silver Spring, MD), Round House produces a six-show season of new plays, modern classics, and musicals for more than 50,000 patrons each year at its newly renovated 350-seat theatre in Bethesda in addition to providing educational programs for more than 5,000 students of all ages at its six-classroom Education Center in Silver Spring, in schools throughout Montgomery County, and at the Bethesda theatre.

### **JOB DESCRIPTION**

The COVID Safety Officer is an integral part of the Round House Safety Team. The COVID Safety Officer is responsible for coordinating and executing COVID safety protocols for our upcoming Fall productions.

### **ORGANIZATIONAL STRUCTURE**

The COVID Safety Officer reports to the Facilities Manager and collaborates with Production Management.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Knowledge of COVID-19, its symptoms, types of testing, and various defensive safety measures
- Awareness of CDC and Montgomery County, MD COVID-19 guidelines
- Understand COVID contract agreements with AEA, SDC, USA
- Monitor conditions with the pandemic and collaborate with the Safety Team to adjust protocols and best practices
- Track testing and PPE supply inventory
- Work with Production Management to define the production bubble and create the testing cadence schedule
- Administer testing days for the production bubble, include testing for FOH staff during public performances
- Execute protocols and messaging following a positive test and exposure

### **PREFERRED QUALIFICATIONS AND CAPABILITIES**

*Where the qualifications are described in terms of formal education or direct work experience, Round House welcomes the substitution of relevant prior experience.*

- COVID Compliance Officer certification
- Familiarity with, and interest in theatre strongly preferred
- Organizational skills including scheduling, time management and logistics

- Proficiency in Microsoft Office software
- Ability to prioritize, plan and anticipate potential setbacks
- Ability to problem solve under pressure
- Enthusiasm for collaborative team workplace; willingness to perform all functions of the job

**WAGES AND TIMEFRAME**

\$20/hour

September 2022 thru January 2023, possible extension through June 2023

**HOW TO APPLY**

Submit a cover letter and resume to [jobs@roundhousetheatre.org](mailto:jobs@roundhousetheatre.org). Round House Theatre is an Equal Opportunity Employer. For more information about Round House Theatre, please visit [RoundHouseTheatre.org](http://RoundHouseTheatre.org). No phone calls, please.