



**Housing and Covid Safety Manager
Seasonal, Full-Time**

Reports to: Director of Hospitality & Logistics

Start Date: May 6, 2024

End Date: September 01, 2024

Housing: Shared bedroom, shared kitchen, and bath in company housing

Compensation: \$700-\$750/week, housing included

Overview:

Weston Theater Company (WTC) is designed to be a collaborative organization; employees forge interdepartmental relationships and contribute to a positive and supportive workplace through teamwork, flexibility, and goal-oriented cooperation. The successful candidate will be passionate and engaged in their area of expertise and will also demonstrate a willingness to help other departments if needed to fulfill WTC's mission: to create theater to engage, entertain, and inspire our ever-expanding community.

Weston Theater Company is located in rural southern Vermont. Having an appreciation for nature and a quiet small-town vibe for the summer is essential. What we lack in population density, public transportation, and urban conveniences is offset by the beauty of 400,000 acres of national forests, lakes, quintessential general stores, and caring community. A successful candidate will thrive in a remote atmosphere where people are brought together to make exceptional theater.

The Hospitality & Logistics team are the first point of contact to Weston, providing accommodations and services to visiting artists and seasonal staff, specifically in the realms of travel, housing, and hospitality. The team will excel in hospitality and interpersonal skills, ensure the care and well-being of the entire company, and foster a working environment that is safe, comfortable, welcoming, and inclusive.

Responsibilities include, but are not limited to:

Housing

- Implement housing plan for guest artists and seasonal staff; Acquire additional housing during the season if needed;
- In collaboration with the Director of Hospitality & Logistics, organize, track, and support housing needs across the season for artists and staff;
- Communicate housing details with staff and artists prior to arrival in Weston;
- Make sure housing is ready for arrivals purchasing any housing supplies needed;
- Overseeing the day-to-day housing needs for the company, including scheduling any cleaning, maintenance/ repairs needed, or supporting with any housing issues that arise;
- Facilitate arrival check-ins and departure check-outs;
- Adhere to all AEA housing requirements;
- Coordinating housing changeover with support from Hospitality teammates.

Covid Safety

- Stay up-to-date on all new information regarding Covid Compliance and community spread in Vermont, specifically in Bennington County;
- Update and distribute Covid Safety Manual as needed;

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T H E A T E R C O M P A N Y

- Collaborate with Production Management to oversee Covid Compliance, and Health & Safety Protocols; Oversee safe and compliant work environments in all buildings across campus;
- Maintain stock of Covid supplies including tests and PPE on-site. Serve as the primary liaison with COVID-19 test providers, PPE vendors, and other safety equipment distributors as necessary;
- Track and manage Covid Supply budget, including receipt submission;
- Coordinate any needed Covid-19 testing on-site, including distributing Covid tests and PPE as needed, enforce mask compliance if community spread warrants; coordinate any pre-arrival testing needed;
- Execute positive case procedure, should a need arise, this would include following any necessary AEA protocol as well as following WTC's Covid Safety Manual;
- Educate employees about new CDC, Vermont Department of Health, and Union standards as they develop;
- Assist in the upkeep, cleanup, and maintenance of work areas and equipment.

Hospitality

- Collaborate with Hospitality & Logistics team to ensure that all needs are met; driving company vehicles for various seasonal purposes, please note this position requires a good amount of driving;
- With Hospitality & Logistics team members, serve as urgent needs contact for all seasonal staff, Young Company, and visiting artists;
- Supporting special programming events, including first rehearsals and opening nights;
- Creating and distributing itineraries, welcome packets, and other resources;
- Contributing to management of the department budget, including tracking and reconciling.

PREFERRED REQUIREMENTS:

- Exceptional communication skills, both written and verbal, delivering clear messaging;
- Excellent interpersonal skills, including being a strong listener and patient individual;
- Highly organized, including strong budgeting skills;
- Previous logistic management and/or hospitality experience, preferably with a summer theater schedule is a plus;
- Collaborative and consistent work ethic with the ability to maintain and exude pleasant, calm demeanor under intense schedules, and workloads;
- Adaptable and flexible; strong problem-solving skills;
- Ability to be professional and maintain confidential information;
- Interest in taking care of others, including willingness to respond effectively and appropriately to emergency needs, including driving a company member to the hospital at any hour of day or night;
- Knowledge of and respect for adhering to industry and OSHA standard safety practices;
- Valid driver's license with clean driving record; comfortable driving rented vehicles, including mini-van and cargo van, for long periods of time;
- Knowledge of AEA, USA, and SDC rules regarding travel and housing;
- Demonstrated interest in and knowledge of professional Covid-19 Safety practices and familiarity with basic industry safety practices;
- Complete required COVID-19 Training from Health Education Services as paid for by Employer;
- Ability to thrive in rural area with very limited cell service.



Weston Theater Company is proud to be an Equal Opportunity Employer. We strongly encourage applicants from historically marginalized communities. WTC recognizes that historic institutional practices have led to an exclusionary and harmful environment for members of these communities, and is actively working to become a more diverse, anti-racist, inclusive organization. We acknowledge and welcome the complexity of the work ahead.

Full vaccinations for staff, creative team and artists are mandatory for employment, as is adherence to all COVID-19 safety protocols. Proof of vaccination will be required upon first day of work.

To apply, send cover letter, resume, and three references to hire@westontheater.org. Please put "Housing & Covid Safety Manager" in the subject line.