

VENUE SAFETY COORDINATOR

Weekly Hours: 15 - 40 hours/week (various positions available)

Hourly Pay Rate: \$14.50

Outside Dates: July 9, 2021 - July 25, 2021 (plus 1-2 paid training days end of June/early July 2021 to be confirmed)

Application Deadline: May 17, 2021

We are currently seeking 2-4 Venue Safety Coordinators for paid positions that begin on July 9th, with some training and venue orientation sessions to be scheduled in late June / early July. Hamilton Fringe will be recording a number of theatrical performances live on stage at the Bridgeworks Event Space for later on-demand streaming online. Reporting to the Festival Director, the Venue Safety Coordinator(s) will oversee the implementation of Hamilton Fringe's COVID-19 Protocol at the venue when active, and ensure full adherence to all public health and safety guidelines in place at the time.

Key Areas of Responsibility

- Assist Festival team in readying the venue to ensure health and safety COVID-19 protocols are followed.
- Oversee and assist in the execution of COVID-19 health, safety, and sanitization protocols while the venue is in use.
- Ensure artists, volunteers, and technical staff are aware of COVID-19 protocols and adhere to them at all times.
- Oversee safety and sanitization between each technical rehearsal and/or filmed performance.
- Train and supervise two to three volunteers for each shift.
- Track a running count of all persons on site in the venue.
- Create an overall positive and safe theatre experience for staff, volunteers, and artists.

Professional Qualities and Skills

- Excellent communication and customer service skills.
- Ability to problem-solve under pressure while maintaining a friendly demeanour.
- A positive outlook and a passion for the arts scene in Hamilton.
- Experience working with COVID-19 public protocols is helpful.
- Demonstrated leadership skills as well as an ability to work as a member of a dedicated team.
- A valid driver's license and/or first aid certification will be considered strong assets.

To apply: Please send a cover letter and resume by May 17, 2021 to christopher@hamiltonfringe.ca with 'Venue Safety Coordinator' in the subject line. Please state if you are currently enrolled as a student in your cover letter. Please submit files in a single PDF file, using the following naming format: your first name_your last name.pdf. Only email submissions will be accepted. While we thank all applicants, only those chosen for an interview will be contacted.