

Seasonal Part-Time Fire Watch Officer

Position Title: Fire Watch Officer

Department: Facilities / Operations

Reports To: Technical Director and Facilities Manager

Classification: Part-Time, Non-Exempt

Schedule: As needed to cover the performances of *Pericles*. The complete production schedule can be found on pages 3-4 of this document.

Position Summary

The **Fire Watch Officer** is responsible for conducting continuous fire watch patrols and monitoring assigned facilities during periods when fire protection systems are impaired, under repair, bypassed, or when otherwise required by the local Fire Department or Fire Code Official. This position helps ensure the safety of occupants, staff, artists, visitors, and property through regular inspections, hazard identification, emergency communication, and detailed record keeping.

The **Fire Watch Officer** must remain alert, observant, and prepared to respond appropriately in the event of smoke, fire, or other emergency conditions.

Essential Duties and Responsibilities

- Conduct scheduled patrols throughout the entire facility at required intervals.
- Monitor for fire, smoke, unsafe conditions, blocked exits, or other hazards.
- Ensure fire exits, corridors, stairwells, and access points remain clear and unobstructed.
- Verify fire extinguishers and other fire safety equipment are accessible and in place.
- Observe areas of heightened risk, including backstage areas, electrical rooms, storage spaces, construction zones, or mechanical rooms.
- Immediately report emergency conditions or hazards to management and emergency responders.
- Contact 9-1-1 immediately in the event of fire or smoke detection.
- Assist with occupant notification and evacuation procedures if necessary.
- Maintain accurate fire watch logs documenting patrol times, observations, hazards, and corrective actions taken.
- Communicate with staff, security personnel, contractors, and emergency responders as needed.
- Remain on duty for the entirety of the assigned fire watch period without unrelated distractions or secondary duties.
- Follow all organizational safety policies and applicable Fire Department requirements.



Qualifications

- Must be at least 18 years old.
- High school diploma or equivalent preferred.
- Prior experience in security, facilities, theater operations, event operations, safety monitoring, or related fields preferred.
- Ability to remain attentive and observant for extended periods.
- Strong verbal communication skills and ability to remain calm during emergencies.
- Ability to walk multiple floors and patrol large facilities repeatedly throughout a shift.
- Must be dependable, punctual, and capable of working independently.
- Familiarity with fire safety procedures and emergency response protocols preferred.
- CPR, First Aid, or fire safety certifications are a plus.

Physical Requirements

- Ability to stand and walk for extended periods.
- Ability to climb stairs, ladders, and access all areas of the facility.
- Ability to work evenings, weekends, overnight shifts, and holidays as required.
- Ability to lift up to 25 pounds occasionally.

Working Conditions

This position will work in all areas of the building including the theaters, offices, rehearsal spaces, and backstage areas. Shifts may occur during active events, performances, maintenance periods, or while fire alarm or sprinkler systems are temporarily out of service.

Compensation

\$25 per hour.

Additional Requirements

Employees serving in this role may be required to:

- Complete facility-specific fire watch training.
- Become familiar with building layouts, exits, alarm systems, utility shutoffs, and emergency procedures.
- Use radios, mobile phones, or other communication devices during shifts.
- Comply with all requirements established by the applicable Fire Department or Fire Marshal.

This role is critical to maintaining life safety and code compliance during periods requiring fire watch coverage.



Complete Schedule

August 13 Tech Day 1: 6pm-11pm

August 14 Tech Day 2: 6pm-11pm

August 15 Tech Day 3: 12pm-8pm

August 16 Tech Day 4: 12pm-8pm

August 18 Tech/Dress: 6pm-11pm

August 19 Final Dress: 6pm-11pm

August 20 Preview 1: 2:30pm-10:30pm (with dinner break from 5:30-6:30pm)

August 21 Preview 2: 2:30pm-10:30pm (with dinner break from 5:30-6:30pm)

August 22 Preview 3: 2:30pm-10:30pm (with dinner break from 5:30-6:30pm)

August 23 Preview 4: 1pm-5pm

August 25 Tech: 6pm-11pm

August 26 Photo Call and Dress Run: 6pm-11pm

August 27 Preview 5: 2:30pm-10:30pm (with dinner break from 5:30-6:30pm)

August 28 Preview 6: 2:30pm-10:30pm (with dinner break from 5:30-6:30pm)

August 29 Opening: 6:30pm-10:30pm

August 30 Show: 1pm-5pm

September 4 Show: 6:30pm-10:30pm

September 5 2 Show Day: 1pm-10:30pm (with dinner break from 5:30-6:30pm). *1 hour of overtime has been preapproved.*

September 6 Show: 1pm-5pm

September 10 Show: 6:30pm-10:30pm

September 11 Show: 6:30pm-10:30pm

September 12 2 Show Day: 1pm-10:30pm (with dinner break from 5:30-6:30pm). *1 hour of overtime has been preapproved.*

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September 13 Show: 1pm-5pm

September 14 Show: 6:30pm-10:30pm

September 16 Student Matinee: 9:30am-1:30pm

September 17 Student Matinee: 9:30am-1:30pm

September 18 Student Matinee: 9:30am-1:30pm

September 19 Show: 6:30pm-10:30pm

September 20 Show: 1pm-5pm

September 23 Student Matinee: 9:30am-1:30pm

September 24 Student Matinee: 9:30am-1:30pm

September 25 Student Matinee: 9:30am-1:30pm

September 26 2 Show Day: 1pm-10:30pm (with dinner break from 5:30-6:30pm). *1 hour of overtime has been preapproved.*

September 27 Show: 1pm-5pm