



September 1, 2020

Ohio Department of Job and Family Services
Office of Workforce Development -Rapid Response Unit
rapdresp@jfs.ohio.gov

Andrew J. Ginther, Mayor
City of Columbus - Office of the Mayor City Hall
2nd Floor 90 West Broad Street
Columbus, OH 43212

Received September 1, 2020 at 10:00 am

RE: WARN Notice

To Whom It May Concern,

Please allow this letter to serve as official notification that the Columbus Association for the Performing Arts (CAPA), located at 55 E. State Street, Columbus, OH 43215 had job losses associated with COVID-19 closures and governmental public gathering restrictions. While we are not certain the timing or job loss levels trigger WARN, we wanted to provide this notice to be transparent about our employment staffing activity.

CAPA operates several downtown Columbus theatres including the Ohio Theatre, the Palace Theatre, the Southern Theatre, the Lincoln Theatre, McCoy Center for the Arts, and Riffe Center Theatre Complex. Due to the COVID-19 pandemic, all performances in our theatre were canceled or postponed beginning on March 12, 2020. This cancellation and the subsequent closure of our theatres was unexpected and was a direct result of guidance from local, state, and federal authorities.

On March 17, we notified our part-time theatre operations staff that no work was available for the time being. At this point in time we were optimistic that the closure would be short-term and we'd be back open in a couple weeks. Unfortunately, five months later we are still closed, the public gathering limitations are still in place, and most performances scheduled in our theatres have cancelled. With our theatres dark, there has been no work available for our part-time staff. This will continue until we reopen and resume pre-COVID activity.

For our full-time staff, other than a brief 2-week furlough period in May for some staff, all 100 full-time staff members remained employed through July 3rd. During the month of July we furloughed 36 full-time staff.

While the recent 15% capacity announcement is a good start, our full reopening status remains unknown and we anticipate most of the furloughs will continue for at least a few more months. Therefore, we wanted to provide this WARN Notice now. If further information is needed contact Hillary Thompson, Director of Human Resources, at thompson@capa.com or at 614-719-6640.

Sincerely,

Hillary Thompson
Director of Human Resources

CC: Brian Thomas, Business Agent IATSE Local 12

Positions Furloughed as of September 1, 2020			
Job Title Description	Status	# of Positions	Effective Date
Union Stagehands	Part-Time	228	3/17/2020
Union Wardrobe	Part-Time	23	3/17/2020
Stagehands	Part-Time	32	3/17/2020
House Manager	Part-Time	32	3/17/2020
Bartender	Part-Time	21	3/17/2020
Ticket Office Associate	Part-Time	12	3/17/2020
Ticket Office Associate	Full-Time	7	7/3/2020
Stage Door Attendant	Part-Time	12	3/17/2020
Stage Door Attendant	Full-Time	1	7/3/2020
Head Carpenter	Full-Time	6	7/3/2020
Director of Operations	Full-Time	3	7/3/2020
Desk Attendant	Full-Time	2	7/3/2020
Custodian	Full-Time	3	7/3/2020
Custodian	Full-Time	1	8/17/2020
Safety Personnel	Part-Time	2	3/17/2020
Design Assistant	Full-Time	1	7/3/2020
Marketing & Content Creation Assistant	Full-Time	1	7/3/2020
Grants & Development Assistant	Full-Time	1	7/3/2020
Assistant Food & Beverage Manager	Full-Time	1	7/3/2020
Assistant Volunteer Coordinator	Full-Time	1	7/3/2020
Maintenance Technician	Full-Time	1	7/3/2020
Events Creation Manager	Full-Time	1	7/3/2020
Technical Director	Full-Time	1	7/3/2020
Food and Beverage Manager	Full-Time	1	7/3/2020
Executive Assistant	Full-Time	1	7/3/2020
Executive Assistant	Full-Time	1	8/17/2020
Director - Strategic Projects	Full-Time	1	7/3/2020
Education Coordinator	Part-Time	1	3/17/2020
Total		398	