

## COVID Compliance Officer

Salary: \$21-\$23/hr

Status: Non-Exempt, 30 Hours Per Week, Temporary

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A Contemporary Theatre (ACT) is a contemporary theatre where artistic ambition and civic engagement unite. ACT envisions a world where the power of theatre expands our collective understanding of community and our own humanity.

The COVID Safety Officer is at the center of insuring the highest level of COVID safety and compliance for the ACT Theatre community—workers, visitors, and audiences. They are responsible for the maintenance of vaccine records and compliance; monitoring on-site compliance with COVID safety protocols; creating and implementing communication with staff and audiences; and procuring/managing PPE inventory.

A successful candidate will have excellent interpersonal communication skills and be able to demonstrate the highest level of judgment and discretion. Certification, such as Arts & Sciences COVID compliance officer training for Theatre Production, is required. ACT will provide the course if not already certified.

### **Responsibilities Include (and are not limited to):**

- Monitor staff to ensure social distancing, where possible, and PPE and all other safety protocols are in place & followed.
- Perform safety meetings/orientations for new team members.
- Ensure communication and reporting structure is clear for all employees, guests, and vendors.
- Provide daily COVID-19 safety reporting/logs for the project record.
- Follow HIPPA & ADA guidelines/regulations while handling confidential information obtained from workers.
- Stay current on new developments in health & safety to improve the quality and efficacy of the ACT COVID safety processes and adapt to reflect the latest public health guidance.
- Communicate effectively with senior staff and ACT safety committee about recommendations, adjustments to COVID safety protocols as needed.
- Coordinate audience vaccination compliance with Audience Services Manager.
- Contact exposed individuals in compliance with all HIPAA and ADA requirements.
- Facilitate and ensure compliance of testing protocol for the Production Group as defined by Director of Production, per all Union guidelines.
- Create and ensure constant and consistent communication with staff and audiences – including building signage.

### **Qualifications/Skills**

- A working understanding of COVID-19 symptoms, how the virus is spread & how best to avoid it.
- Ability to exercise discretion at all times while handling sensitive information.
- Intermediate knowledge of Microsoft Office suite.
- Strong communication skills to insure sensitive and stringent compliance with COVID-19 Policy & Requirements for all workers, visitors, and audiences at ACT.
- Occasional nights and weekend work may be required.

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The initial term of this position is expected to run through June 30, 2022. The opportunity to extend employment may be possible. Benefits include health insurance, paid sick, vacation and holidays, 403b plan, access to \$5 downtown parking, and free tickets to ACT productions. COVID-19 vaccination is a condition of employment.

### **Equity and Inclusion**

ACT strives to be an anti-racist, fully accessible, multicultural theatre that is truly welcoming to all. Employees will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency, and an understanding of oppression and its impact
- Participate in intentional learning efforts, including events relating to understanding institutional racism and building cultural competency and exhibit a commitment to diversity, equity and inclusion

### **Essential Physical Skills**

This position requires sitting, standing, walking stairs and ramps with ease and purpose. May be required to lift materials and equipment weighing 35 pounds or more.

### **Environmental Conditions**

Theatrical spaces; including shops, dressing rooms, backstage, and break areas. Administrative offices and all public spaces. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

### **Disclaimer**

This job description is not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. All ACT employees may be required to perform duties outside of their normal responsibilities from time to time, as needed, to meet the ongoing needs of the organization.

### **To Apply**

Submit resume and cover letter to [Alyssa.Montgomery@acttheatre.org](mailto:Alyssa.Montgomery@acttheatre.org)