

## Job Description

The role of our COVID COMPLIANCE Officer is to ensure the safety and compliance of all workers on our job site. Specific duties and responsibilities of the COVID COMPLIANCE Officer may include, but are not limited to overseeing & monitoring the following:

- A working understanding of COVID-19 symptoms, how the virus is spread & how best to avoid it
- Screening of all entering the theatre for compliance with this protocol, including monitoring that all workers on site have provided proof of vaccination
- Symptom Monitoring
- Monitoring the job site throughout the day to ensure social distancing, where possible, and PPE protocols are in place & followed

Additionally, the Compliance Officer will be responsible for the following:

- Isolating and reporting any worker who develops symptoms of COVID-19 in the theatre
- Maintain a continuous log of every person, including workers and visitors who may have had close contact with other individuals at the theatre
- Conduct inspections of staging, egress, and common areas for compliance with physical distancing requirements
- Perform safety meetings/orientations for new team members
- 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 processes

Lastly, the Compliance Officer will be responsible for the following:

- Company Management responsibilities of managing house seat requests
- Checking in with the Box Office to approve daily wrap

## Additional Information

This is a full-time thru tech, transitioning to Part-time once open, temporary position. The contract period runs from approximately **September 20, 2021 to December 20, 2021** with core hours Wednesday through Monday. The COVID Safety Officer will be required to be onsite on evenings and weekends.

**Compensation:** \$23.00 per hour

This position is considered Non-Exempt for purposes of federal wage-hour law, and will be eligible for overtime pay for hours worked more than 40 in a given workweek.

Red Bull Theater values diversity, equity and inclusion in the workplace and is an equal opportunity employer.

Red Bull is dedicated to building an equitable environment that is mixed across lines of difference and strongly encourages applications from Black, Indigenous, People of Color, women, transgender and non-binary candidates. BIPOC candidates are strongly desired and encouraged to apply.

**Send cover letter & resume to Sherri Kotimsky, General Manager Red Bull Theater at:**  
[sherri@redbulltheater.com](mailto:sherri@redbulltheater.com)

For more information about Red Bull Theater, visit [www.RedBullTheater.com](http://www.RedBullTheater.com).