



## **Job Description: Covid-19 Compliance Officer**

**Employer:** City Springs Theatre Company

**Reports To:** Company Manager

**Type:** Contractor, Nights/Weekends Required

**Pay:** \$750-\$1,000

### **Description:**

City Springs Theatre Company is seeking qualified candidates for the Covid-19 Compliance Officer position for its current season. Qualified candidates should be flexible, confident, professional and have discretion. The Covid-19 Compliance Officer will be expected to work anywhere from 2-6 hours a day with most of the work taking place via email correspondence. Once the production moves into tech week and performances, the Officer will be required to be on-site for 2-3 tests per week at the Sandy Springs Performing Arts Center. The schedule will be dictated by the production schedule and may include non-traditional working hours. *Interested candidates without CIC certification may be eligible for additional training.* PPEs as well as medical and testing supplies will be provided. The position will report all necessary information to CSTC's Company Manager.

### **Duties:**

- Monitor and oversee all Covid-19 testing and procedures.
- Confirm all cast and production team members have submitted covid tests in a timely manner prior to the provided deadlines.
- Follow-up with cast and production team members, as needed, to collect results.
- Working closely with CSTC's Company Manager, determine requirements needed for each department to comply with all guidelines.
- Communicate Covid-19 safety plan to all departments, as needed.
- Stay current on new developments in local, state, and union guidelines.
- Should a covid case arise, work closely with CSTC's Company Manager to schedule necessary appointments to determine clearance for returning to work.

### **Qualifications:**

- Strong oral and written communication skills; ability to communicate complex information.
- Proven strong organizational skills including logistics, time management and scheduling.
- Proven leadership experience in healthcare and/or public health.
- Must be a people person who can manage with confidence, maintain policy/protocol with cast and crew, and operate with authority when needed.
- Comfortable speaking to groups and educating teams.
- Experience in sensitive environments that require discretion.
- Willingness to keep a flexible schedule.

### **Technical Qualifications:**

- Certified in Infection Control preferred.
- Theatrical show production experience preferred.
- Familiar with and able to implement CDC, WHO and OSHA guidelines.

### **For Questions:**

[Covid@cityspringstheatre.com](mailto:Covid@cityspringstheatre.com)  
with "Covid Compliance" in the subject line.

**PLEASE, NO PHONE CALLS.**

### **To Apply, and to learn more about CSTC:**

<https://www.cityspringstheatre.com/about/careers/>  
Please be prepared to submit a cover letter and resume.