

JOB DESCRIPTION

JOB TITLE: COVID19 Compliance Officer
DEPARTMENT: General Management
REPORTS TO: General Manager
PREPARED DATE: January 11, 2022
CLASSIFICATION: FLSA: contracted, non-exempt

ABOUT DALLAS THEATER CENTER

One of the leading regional theaters in the country and the 2017 Regional Theatre Tony Award® Recipient, Dallas Theater Center (DTC) performs to an audience of more than 100,000 North Texas residents annually. Founded in 1959, DTC is now a resident company of the AT&T Performing Arts Center and presents its Mainstage season at the Dee and Charles Wyly Theatre, and at its original home, the Kalita Humphreys Theater. DTC is one of only two theaters in Texas that is a member of the League of Resident Theatres, the largest and most prestigious non-profit professional theater association in the country. Under the leadership of Enloe/Rose Artistic Director Kevin Moriarty and Managing Director Jeffrey Woodward, DTC produces a six-play subscription series of classics, musicals and new plays and an annual production of *A Christmas Carol*; extensive education programs, including the Award-winning Project Discovery and partnerships with Southern Methodist University's Meadows School of the Arts and Booker T. Washington High School for the Performing and Visual Arts; and many community collaboration efforts with local organizations. In 2017, DTC launched Public Works Dallas, a groundbreaking community engagement and participatory theater project designed to deliberately blur the line between professional artists and community members, culminating in an annual production featuring over 200 Dallas citizens performing a Shakespeare play. Throughout its history, DTC has produced many new works, including recent premieres of *Miller*, *Mississippi* by Boo Killebrew; *Hood: The Robin Hood Musical Adventure* by Douglas Carter Beane and Lewis Flinn; *Bella: An American Tall Tale* by Kirsten Childs; *Clarkston* by Samuel D. Hunter; *The Fortress of Solitude* by Michael Friedman and Itamar Moses; *Giant* by Michael John LaChiusa and Sybille Pearson, and many more.

As a member of The League of Resident Theaters (LORT), DTC operates under the LORT agreement with Actors' Equity, the Stage Directors and Choreographers Society and United Scenic Artists.

MISSION STATEMENT

The mission of DTC is to engage, entertain and inspire our diverse community by creating experiences that stimulate new ways of thinking and living. We will do this by consistently producing plays, educational programs, and other initiatives that are of the highest quality and reach the broadest possible constituency.

EQUITY, DIVERSITY AND INCLUSION STATEMENT

ALL ARE WELCOME!

At Dallas Theater Center, we want to be the best place to work and see theater, and to be a positive and transformational force in Dallas and beyond.

We stand up for **equity, diversity and inclusion** across our company and community. As a leading national theater, we recognize that building an equitable, diverse, and inclusive environment is central to our relevance and sustainability in the community we serve and love.

*For complete statement, please see final page of this posting

SUMMARY

Dallas Theater Center (DTC) seeks an Covid19 Compliance Officer (CCO) whose primary duties are to maintain compliance to DTC's COVID19 Response Protocols and production-specific safety plan approved by Actor's Equity Association (AEA). This position will facilitate COVID-19 testing, create weekly testing schedules, and communicate safety protocols to staff and artists. The CSO will be expected to oversee multiple productions at the same time.

Please note, if not already certified as an infection control specialist or COVID Compliance Officer, such training will be provided to you at the expense of DTC and time completing all required trainings will be paid.

This is an independent contractor position available to start immediately through at least August 31, 2022. However, should the situation necessitate a longer term or permanent position may be available. The Covid19 Compliance Officer (CCO) must be local to the Dallas-Fort Worth Area. Hourly rate range is \$18-\$20 hour.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Be physically present and serve as the point person for maintaining COVID Compliance in all rehearsals, technical rehearsals and performances, in accordance with DTC's COVID19 response protocols
- Communicate to staff and artists COVID safety protocols and answer any questions by email, phone, Zoom, or in person
- Schedule, organize, and administer COVID-19 tests for staff and artists
- Maintain test supply inventory and distribution
- Maintain the supply of PPE in each rehearsal and theater space
- Ensure vaccination card date is being updated and processed.
- Make notes of close contacts as needed, to be able to participate in contact tracing if necessary
- Participate in the COVID Safety walk thru (top of first rehearsal; top of first technical rehearsal)
- Perform walkthroughs with production management to determine COVID-19 health and safety planning requirements and best practices needed for each department to comply with applicable regulations, guidelines, protocols, and policy/procedures.
- Manage the removal/return to work process of potentially infected cast and crew with DTC leadership.
- Conduct periodic inspection of the workplaces to ensure that COVID-19 policies and procedures are integrated into operations.
- Update safety practices in partnership with DTC's Covid Compliance Committee
- Conduct periodic inspection of the workplaces to ensure that COVID-19 policies and procedures are integrated into operations.
- Stay current on new developments in health and safety to improve quality and efficacy of production processes.
- Performs work in a manner that is consistent with DTC's mission, vision and values, including our commitment to equity, diversity and inclusion
- Other duties as needed or assigned.

This job description is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments.

KEY RELATIONSHIPS

- General Manager
- Covid Compliance Committee
- Leadership Team
- DTC full-time and part-time staff and artists
- Visiting artists and overhire team members

PREFERRED SKILLS AND KNOWLEDGE

- Ability and willingness to speak to any person observed not be in compliance with DTC's COVID19 Response Protocols
- Strong interpersonal communications skills and ability to maintain confidentiality
- High level of integrity in handling confidential information
- Flexibility and ability to adapt in an ever-changing and evolving landscape
- Strong computer and verbal/written skills as well as experience with word and excel
- Ability to work nights and weekends
- Strong commitment to equity, diversity and inclusion

PHYSICAL REQUIREMENTS

- Requires long periods of standing and moving
- Be able to wear required PPE for up to 8 hours or more per shift (face mask, eye protection, medical gloves, safety shoes, safety vest, etc.)

PREFERRED EXPERIENCE/EDUCATION

- Work experience as company manager, stage manager or production manager, preferred
- Certified COVID-19 Safety training required (Training in COVID Compliance will be provided at the expense of DTC)

POSITION AVAILABILITY

- This is an independent contractor position available to start immediately through at least August 31, 2022. However, should the situation necessitate, or should the successful candidate be a good fit for the company, a longer term or permanent position may be available.

Dallas Theater Center is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, sexual orientation, disability, or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.

Please submit resume and cover letter via email to hr@dallastheatercenter.org with **Covid19 Compliance Officer** in the subject line.

EQUITY, DIVERSITY, AND INCLUSION STATEMENT

ALL ARE WELCOME!

At Dallas Theater Center, we want to be the best place to work and see theater, and to be a positive and transformational force in Dallas and beyond. We stand-up for equity, diversity, and inclusion across our company and community. As a leading national theater, we recognize that building an equitable, diverse, and inclusive environment is central to our relevance and sustainability in the community we serve and love.

- **EQUITY** means recognizing that not everyone starts at the same place, addressing inequities in access and opportunity, and allowing for full and fair participation.
- **DIVERSITY** means acknowledging and respecting human qualities that are different from our own and outside the groups we are a part of or with which we are associated. These qualities include but are not limited to: ethnicity, race, color, country of origin, sex, gender, gender identity or expression, age, sexual or relationship orientation, family structure, religion, beliefs, political affiliations, experiences and ability differences.
- **INCLUSION** means honoring and accepting the gifts, backgrounds, experiences, and wisdom that every individual brings with them, so that every stakeholder feels valued by Dallas Theater Center. Our stakeholders are staff, artists, board members, donors, audiences, and community members.

We will strive to create a culture of inclusion where individuals can thrive and succeed, are able to participate in and contribute to the progress and success of Dallas Theater Center while growing both professionally and personally.

We recognize and value individual differences, and we acknowledge structural and systemic racism and other access barriers that prevent full and fair participation of people outside the dominant culture and power dynamics. We acknowledge the complexities of becoming a fully inclusive and anti-racist organization, and we accept the challenge to build an organization where full and fair participation is the norm.

We commit to providing fair treatment, access, opportunity, and advancement and to creating space for culturally diverse voices to be heard and power to be shared. Together, we are even better.