

Job Title: COVID Compliance Officer

Reports to: General Director

Works Closely with: Artistic Director
Company Manager
Artistic Administrator
Director of Production
Production Stage Manager

OVERALL

Sarasota Opera, which owns its 1926 historic theater, typically produces four operas in repertory from January to March as well as a Fall mainstage and a Youth Opera production in October and November. Additionally, throughout the opera season a myriad of tours, special events and concerts are also produced. The facility is used year-round for arts groups and community events which are also a part of the position's responsibilities.

For its Winter Opera Festival, a company of up to 250 artists are assembled, including singers, orchestra, stage crew, and additional artistic and production personnel. To keep everyone safe during the COVID pandemic, strict health and safety guidelines, including regular testing, masking, and other protocols have been put in place.

The COVID Compliance Officer is an independent contractor who will be responsible for implementing and monitoring those protocols and ensuring that all departments are in compliance and prioritizing the health and safety of the company.

DUTIES / RESPONSIBILITIES

- Implement and revise policies & procedures to mitigate the risk of COVID-19 in the workplace.
- Advise and monitor best practices related to mitigation of COVID-19.
- Train and Supervise in the application of the mitigation procedures.
- Implement and supervise a Covid-19 testing strategy.
- Develop, implement a technological solution to tracking test results, health declarations and vaccine status.
- To lead and respond to situations related to Covid-19.
- To provide sound & unbiased advice on best practices while productions are in rehearsals and onstage.
- To attend rehearsals, set-ups, staff meetings and other misc. activities to provide training and explanation to these groups.
- To keep clear and consistent records of mitigation strategies and their results.

REQUIREMENTS

- Ability to understand regulations, and arts industry best practices for the mitigation of COVID.

- Ability to monitor evolving health and safety guidance, government policies, and health recommendations
- To learn and understand Sarasota Opera's company and procedures and to suggest those modification which will minimize the risk of the spread of COVID.
- Ability to quickly assess situations and problem solve.
- Clear ability to communicate policies & procedures to groups of individuals.
- Experience in opera rehearsal and backstage protocols preferred.
- Experience enforcing rules as a supervisor.
- Health and safety experience is considered an asset.
- Excellent organizational, computer, and verbal/ written English skills.
- A knowledge of Microsoft Office products is necessary.
- Ability to remain positive, upbeat, professional and with a calm demeanor under stress.

POSITION AVAILABILITY

This is an independent contractor position available immediately through at least March 30, 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.

A stipend and housing is provided through the duration of the contract.

APPLICATION PROCESS

Applications will be accepted electronically only. Review of application materials will be ongoing, and interviews will be scheduled on a rolling basis until the position is filled. Submit an application letter, resume and the names and contact information of three references. E-mail to soajobs@sarasotaopera.org with "COVID Compliance Officer" in the subject line. For more information, please visit www.sarasotaopera.org No calls please. Persons from underrepresented communities are encouraged to apply. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

Sarasota Opera is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, religion, ancestry, sex, age, familial status, marital status, sexual orientation, gender identity and expression, disability, or genetic information. All qualified applicants are encouraged to apply.