



JOB DESCRIPTION: COVID Compliance Officer

Reports to: General & Artistic Director
Classification: Seasonal Contract – May thru July 2021
Estimated Hours 400-500 hours
Hourly Fee \$23.00 - \$25.00 DOE

SUMMARY:

Des Moines Metro Opera seeks a COVID Compliance Officer who will develop and manage protocols for public performances, rehearsals, and office work to mitigate the risk of transmission of COVID-19 and other infectious diseases. The Company has a nine-member year-round staff but grows to a resident company of over 200 artists, musicians, designers, directors, choristers and interns from June 1 – July 25. Reporting to the General & Artistic Director, the COVID Compliance Officer will be a key member of the staff responsible for plans, communications, and oversight of COVID safety protocols throughout all company activities. This position is a seasonal engagement beginning May 10, 2021 and ending July 31, 2021. Position is expected to be part-time in May and full-time in June and July, including some weekend and evenings.

Duties / Responsibilities:

- Help protect patrons, artists, musicians, backstage personnel, and staff from exposure to infectious disease, particularly the novel coronavirus that causes COVID-19.
- Work with senior staff to finalize and implement a comprehensive written manual for standards and practices associated with mitigating the risk of transmission of the coronavirus for all in-person company activities.
- Develop and manage the administration of health screenings, testing requirements, and PPE protocols, as required.
- Serve as the organization's primary resource on all matters related to COVID-19, staying up-to-date on the latest guidance and regulations from local, state, and federal agencies and liaising with community health experts, test providers, and PPE suppliers as needed.
- Lead education sessions for staff and visiting artists on COVID protocol.
- Work in cooperation with DMMO's Medical Advisory Group in the development of protocols.
- Monitor compliance associated with COVID protocol, including social distancing, mask-wearing, health screenings, and sanitation.
- Work with the Director of Production to develop COVID-safe protocols in rehearsal, backstage, shop, and performance areas.
- Work with the Finance and Business Director as well as the Marketing Director to develop simple, easy-to-follow guidelines for all work environments and public events.
- Work with department heads to develop COVID-safe configurations and practices for company offices.
- Work with Housing Coordinator and Simpson College to develop effective safety protocols for all company members residing in Dormitories and Campus Apartments
- Work with the Patron Manager to ensure COVID-safe experiences for audiences, ushers, and staff.

Expectations:

- Lead by example, promoting a work culture that prioritizes health and safety and a positive attitude towards mitigation and vaccination efforts.
- Maintain accurate and complete documentation associated with protocols and compliance.
- Promote an inclusive, respectful, and compassionate work environment that advances the company's vision for equity, diversity and inclusivity.
- Establish and maintain excellent working relationships with staff, board members, industry colleagues, and producing partners such as Hoyt Sherman Place Theatre and The Heritage Center.

REQUIREMENTS:

- Bachelor's degree in a relevant field from an accredited college or university.
- Experience in healthcare, public safety, or human resources is preferred.
- Experience with theatrical companies, educational institutions, or large events is also valued.
- Candidates with an optimistic and solution-oriented temperament and those with excellent verbal, written, and listening skills will be prioritized.
- Evening and weekend work required, particularly in support of rehearsals, performances, and special events.
- Valid Driver's License.
- Residency in Des Moines, IA metro area. A relocation stipend will be offered if needed.

APPLICATION PROCESS:

Submit resume and cover letter, email or by mail to:

Des Moines Metro Opera

Attention: Elaine Raleigh, Director of Business and Finance

106 West Boston Avenue

Indianola, IA 50125

eraleigh@dmmo.org@dmmo.org

DEADLINE: Applications will be accepted until the position is filled. Applicant screening process to begin immediately.

As an Equal Opportunity Employer, Des Moines Metro Opera celebrates diversity and inclusion. We do not discriminate against any employee or job applicant on the basis of race, color, religion, national origin, creed, gender identity, sexual orientation, pregnancy, disability, age, veteran status, political affiliation or philosophy. All qualified applicants are encouraged to apply.