

## COVID SAFETY OFFICER

**Responsible to:** General Manager

### Background

*Moulin Rouge! The Musical* is the stage musical version of Baz Luhrmann's legendary Australian film *MOULIN ROUGE!*, with book by John Logan (*Red, Skyfall*), musical arrangements and orchestrations by Justin Levine and direction by Alex Timbers (*Here Lies Love, Rocky, Beetlejuice*).

### Job description

- Maintaining and updating COVID-19 risk assessments.
- Reviewing Government COVID-19 related guidelines and regulations and keeping management and Heads of Departments informed of relevant changes.
- Supporting all staff in their awareness and understanding of the rules and regulations in place, as well as updating on any changes to the regulations.
- Monitoring and ensuring all staff are wearing the required PPE and social distancing wherever possible.
- Compiling and updating any relevant records as required.
- Carrying out COVID-19 lateral flow testing and temperature checks as required.
- Ensuring sanitising stations are accessible and topped up.
- Ensuring high-touch points are regularly sanitised throughout rehearsal spaces and backstage.
- Working in accordance with the Production's employment policies.
- Working in accordance with the Production's Health and Safety policy, using appropriate safety equipment and clothing.
- Attending any work-related training as requested.
- Complying at all times with the rules and regulations of the rehearsal venue and theatre.
- Any other duties as may be reasonably required in the course of your duties or as instructed by the Company Manager, Health & Safety Consultant or General Manager from time to time.

*As this is a new position created in response to the global health emergency duties may evolve with changes in government regulations and industry best practice.*

### Person specification

A high level of self-awareness, empathy, integrity and confidentiality, detail orientated, strong communication and organisational skills, ability to work as part of a team as well as individually, a flexible approach to working unsociable hours, a positive attitude and a sense of humour.

#### Essential

- Knowledge of Government guidelines and COVID-19 related safety, hygiene, and testing protocols.
- Ability to adhere to and enforce strict health and safety procedures.
- Ability to operate with diplomacy, tact and empathy.
- Ability to work with large teams.
- Competent computer skills, including Microsoft Outlook, Word and Excel.

#### Desirable

- A background in Production, Operations, Stage Management or Health & Safety.
- An interest in the performing arts.



## Terms

**Salary:** Subject to experience, in the range of £700 to £800 per week.

**Start date:** September 2021, exact date to be confirmed.

**Contract:** Initially fixed term for 14 weeks with the option to extend. The position is full time and evening and weekend work will be required. Rehearsals will be scheduled during the daytime Monday – Saturday. Once into performance the performance schedule will be Monday - Saturday with evening performances at 7.30 pm and matinees at 2.30 pm on Wednesday and Saturday. Please note this contract is subject to the Producer's right to give two weeks' notice to close the Production.

**Location:** Central London rehearsal room and Piccadilly Theatre, London.

## How to apply

Please send a CV and a short covering letter (no more than one page) outlining your suitability for the role to [ukoffice@global-creatures.com](mailto:ukoffice@global-creatures.com) with your name and 'MR Covid Safety Officer' in the subject line by 5 pm on Thursday 12<sup>th</sup> August 2021.

**We are committed to a workplace culture that embraces equality, diversity and inclusion across all departments. Please note all applicants must have the right to work in the UK.**

Successful candidates will need to adhere to the company's following guidelines should an offer of employment be made:

In order to protect the health of everybody working on our productions, and to help avoid unnecessary self-isolation or show closures with consequential loss of salary for all, we are only able to consider for any position, candidates who are already either fully covid vaccinated, or who intend to accept vaccination in a timely fashion as offered by the NHS. The only exceptions we can make to this are for those who are exempt. You may be asked about this at or prior to interview and to provide evidence of your vaccination.

You acknowledge that you will be required to adhere at all times to the company's COVID-19 protocols. These may include mandatory, supervised COVID-19 testing and the requirement to wear a facemask. The company's protocols will incorporate the local COVID-19 protocols of the rehearsal room, theatre and any other premises in which you are required to work. You acknowledge that this is a dynamic situation and protocols may change. The Producer will use reasonable endeavours to support you and keep you acquainted with all applicable health and safety protocols. Lack of compliance may be construed as a disciplinary offence.