



COVID-19 Officer

Job Description

Job: COVID-19 Officer

Responsible to: COVID-19 Supervisor and Company Manager

Salary: In line with industry standards

Contract: Initially fixed term until **Sunday 1st May 2022** after which Wicked London Production Limited (WLPL) will have the option, but not the obligation, to extend this engagement. This engagement will be subject initially to a 12-week probationary period during which time WLPL may terminate this Agreement by giving two weeks' written notice. WLPL reserves the right to extend the probationary period.

The position is full time and evening and weekend work will be required. Rehearsals are scheduled for Tuesdays and Thursdays, with performances scheduled Tuesday - Saturday evenings (at 7.30pm) and 2.30pm matinees on Wednesday, Saturday and Sunday.

Please note this contract is subject to WLPL's right to give two weeks' notice to close the Production.

Start date: February, 2022

Location: Apollo Victoria Theatre, London

Personal Attributes: 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.

To apply: please send a CV and a short covering letter (no more than one page) outlining your suitability for the role to joinus@playfuluk.com with your name and the role you are applying for in the subject line by 6pm on Thursday 27th January 2022. Please include 'Wicked Recruitment' in the title of your email.

Responsibilities may include but will not be limited to:

- attending rehearsals, show calls, maintenance calls, get-ins, fit-ups and get-outs as required by the Production Manager or the Company Manager, including emergency calls, particularly if there is a risk of the cancellation of a performance;
- reviewing Government COVID-19 related guidelines and regulations and keeping management and Heads of Departments informed of relevant changes;
- ensuring and 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, logging and temperature checks as required;
- ensuring sanitising stations are accessible and topped up;
- ensuring high-touch points are regularly sanitised throughout 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;
- assisting the Health & Safety in maintaining and updating COVID-19 risk assessments;
- providing cover for other team members during periods of holiday or sickness;
- complying at all times with the rules and regulations of the theatre venue; and
- any other duties as may be reasonably required in the course of your duties or as instructed by the Company Manager, Health & Safety or General Managers from time to time.

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.

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 reduce risk and keep you and all other employees as safe as possible, you acknowledge that you will be required to adhere at all times to the company's COVID-19 protocols. **This includes a requirement to be fully vaccinated against COVID-19**, quarantining when required to do so by government guidance, mandatory, supervised COVID-19 testing and/or the wearing of a face covering if asked to do so. 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. WLPL 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.