

Position Covid Administration Assistant
Company Disney Theatrical Group
Location London & Bristol

Description

Disney are looking for three Covid Administration Assistants to work across on their West End and touring productions, initially on a fixed term contract.

The Lion King (London)

Start Date: Immediate

End Date: 1st August 2021 with an option from the Producers to extend

Beauty and the Beast - Bristol

Start Date: Immediate

End Date: 12th September 2021 with an option from the Producers to extend

Note that this position is for those that are Bristol based

Description

Role will be to primarily assist our team of nurse/practitioners to facilitate a Covid testing regime as required by the production & Government guidelines. This role is integral to the running of rehearsals and performances of our productions.

Reporting to our Covid Compliance Officer, Health and Safety Manager and Health and Safety Consultant.

- Working closely with our medical team of nurses and practitioners who will administer Covid tests.
- Attend rehearsals, show and other calls as required.
- Working 5 out of 7 days between Tuesday – Sunday inc. subject to the show schedule, this may involve, evening and week end work as required.
- Maintaining testing records and following company protocols and procedures regarding testing, - GDPR & Privacy.
- To manage daily checklists/logs and take the appropriate actions as needed.
- Always conducting yourself professionally, recognising that you are a representative of the Production.
- Working in accordance with the Production's Health and Safety and other policy's using appropriate safety equipment and clothing.
- Attending any work-related training as requested.
- Complying at all times with the rules and regulations of the venue.
- Have the ability to work on personal initiative as well as under direction.
- Experience in working in a theatrical environment desirable.
- To have excellent organisational and communication skills.
- Ability to work to tight deadlines in a fast and dynamic environment.
- Full training will be given prior to commencing role, any previous experience desirable.
- 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.
- This job description is a guide to the nature of the work required. It is neither wholly comprehensive nor restrictive and does not preclude change or development that may be required in the future.

The Disney Theatrical Group are committed to creating a diverse workforce and strongly encourage applicants of every race, ethnicity, belief, gender, sexual identity, disability, age and culture to apply.

To apply please send CV to:

Sarah.mepham@rbhealthandsafety.co.uk