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Volunteer Job Posting

POSITION: Compliance Officer

POSTING DATE: August 10, 2022

REPORTS TO: Executive Director/CEO

START DATE: ASAP

POSITION SUMMARY: This position will be responsible for ensuring compliance in regards to LSM Performing Arts Inc.'s performer safety policies. Volunteers and interns will be considered for this position.

WHAT YOU'LL DO:

- Submit a written report to the Executive Director/CEO on a monthly basis, outlining new staff, volunteers, and performers.
- Organize all performer contracts and medical information.
- Serve as the "go-to" person to administer background checks.
- Track adult staff, volunteer, and performer completion of the U.S. Center for SafeSport training.
- Ensure all performers and staff receive a copy of all LSM policies relating to participant protection.
- Other duties as assigned.

PREFERRED QUALIFICATIONS:

- Age 20 or older.
- At least one year of participation in a performing arts unit desired, preferably with a WGI ensemble.
- Excellent organizational, communication, and interpersonal skills.
- Proficient with G Suite and Discord; strong email and communication skills.

HOW TO APPLY: Visit www.lsmperformingarts.com/jobs to apply.

LSM Performing Arts Inc. does not discriminate on the basis of race, color, national origin, sexual orientation, gender identity, disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, in its programs and activities, including employment.