

PAPER MILL PLAYHOUSE

Covid Safety Manager

Status: Part-Time Temporary, Non-Exempt

Reports to: Director of Operations

Paper Mill Playhouse, one of the country's leading regional theaters producing musicals and plays in Millburn, NJ, is seeking a Covid Safety Manager (CSM) responsible for ensuring that all Covid-19 policies and practices are implemented and adhered to during rehearsals and production.

Responsibilities:

- Oversee weekly Covid-19 testing of production personnel including monitoring results and reordering tests as necessary.
- Provide support and implementation of Paper Mill Playhouse's Covid-19 Reopening Guidelines.
- Monitor job site to ensure all workers are following the standard for proper use of PPE, hand washing, and social distancing to ensure safe work practices.
- Provide for Covid-19 PPE education and training of the staff and crew.
- Conduct brief daily meetings prior to the start of the day.
- Isolate and report any worker who develops symptoms of Covid-19 on the theater premises.
- Ensure work surfaces and equipment are being properly sanitized.
- Work with the designated assistants to monitor physical distancing and PPE compliance in applicable departments.
- Provide reports to management regarding concerns, violations, and compliance.

Qualifications:

- Covid Compliance Officer certification from Arts & Science: <https://www.artsnscience.com/classes> .
- Healthcare, health safety, or theater background.
- Ability to enforce protocols in a customer service-oriented manner.
- Must be a people person who can manage with confidence, maintain policy/protocol with crew and artists, and operate with authority when needed.
- Must be comfortable speaking to groups and providing training.
- Willingness to keep a flexible schedule. Generally, the CCO will be required to be at Paper Mill Playhouse or rehearsal venue when cast and crew are scheduled.
- A commitment to equity, diversity, and inclusion with an ability to interact effectively with people of different cultures and socio-economic experiences, free from prejudice and aggressions.

Rate: \$23.75/hour

Apply

Paper Mill Playhouse is committed to hiring high caliber individuals of diverse backgrounds. We strive to provide our staff with a nurturing and inclusive environment, equal for all employees and optimal for their success. Paper Mill celebrates diversity and believes it enriches our work environment and the work on our stage.

Send cover letter and resume to Recruiting@PaperMill.org with subject line: Covid Safety Manager. No phone calls, please.

Note: Covid-19 vaccinations are mandatory for employees of Paper Mill Playhouse, including booster shots for those eligible to receive them. Exemptions are allowed for medical reasons or a sincerely held religious belief with approval from management