

# PAPER MILL PLAYHOUSE

## Covid Safety Manager

**Status:** Full-Time Temporary/Hourly/ Non-Exempt

**Reports to:** Safety and Security Manager

Paper Mill Playhouse is one of the country's leading regional theaters producing musicals and plays in Millburn, NJ, and is currently 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. The CSM (Covid Safety Manager) will be employed by Paper Mill Playhouse, independent of all departments and individuals, with the express authority and leadership to ensure compliance by all persons on the premises during production schedules. This is a full-time, temporary position for the season starting in September 2022.

### Responsibilities:

- Oversee weekly Covid-19 testing of production personnel including monitoring results and reordering tests as necessary in both Millburn, NJ, and New York rehearsals.
- Provide support and implementation of Paper Mill Playhouse's Covid-19 Reopening Guidelines including updates as guidance changes.
- 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 Covid-19 PPE education and training for the staff and crew.
- Isolate and report any worker who develops symptoms of Covid-19 on the theater premises.
- Ensure work surfaces and equipment are 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> or approved vendor.
- 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. The CSM 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 diverse cultures and socio-economic experiences, free from prejudice and aggressions.

**Salary:** \$20 per 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](mailto:Recruiting@PaperMill.org) with subject line: Covid Safety Manager.

**Our Mission:**

Paper Mill Playhouse entertains, inspires, and enriches lives. As the nation's premier musical theater, we foster a creative environment to advance the art form, educate students, develop future theater lovers, nurture inclusion, and provide access for all.