COVID-19 Compliance Monitor

The Public Theater is looking for a temporary, full time COVID-19 Compliance Monitor (CCM) to enact and uphold COVID-19 compliance guidelines.

Responsibilities:
- Maintain current knowledge of COVID-19 process, and best practices for prevention and response
- Support implementation to changes in COVID-19 safety policies based on updates to union, local, or federal guidelines
- Assist in all testing and COVID-19 related protocols
- Enforcement of the COVID safety plan for specific productions, events and miscellaneous occurrences, as needed
- Manage and coordinate on-site testing protocols at Public Studios and 425 Lafayette Street
- Track and verify employee test results
- Record and store all medical information from employees in a secure, confidential place
- Monitor testing protocols, test collection, identify COVID-19 hazards in the workplace and provide guidance on ways to reduce transmission
- Oversee the usage, stocking, restocking and distribution of PPE, and communicate PPE needs to the Operations team
- Other responsibilities as needed

Candidate Requirements:
- Prior experience in an operations, HR, stage management or artist relations role (strongly preferred)
- Familiarity with current state, city, and CDC COVID-19 guidelines
- Ability to handle sensitive information with professionalism and discretion
- Health-related experience in project planning and implementation (preferred)
- Has experience and skills in Microsoft Excel
- Strong organizational skills with an excellent attention to detail
- Ability to be flexible and positive to changes, updates, and new information
- Bi-lingual (Spanish speaking) a plus
- Ability to work independently, stay organized, and anticipate needs
- Positive attitude is a must

Additional Information
CCM’s must undergo specialized training for this role. This is a temporary, hourly (non-exempt) position, averaging between 40-50 hours per week at a rate of $30 per hour. The position will run until at least January 2022 and requires working onsite at Public Theater facilities.
Current COVID safety protocols for people working onsite include weekly PCR COVID testing paid for and provided by The Public Theater as well as participation in contact tracing.

**As a condition of employment, the Public will require all who report to work on site (either at the Public Theater or any other workspace or performing location) to receive the COVID-19 vaccine.** The Public will provide exceptions only for employees with an approved medical or religious exemption.

The Public is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

Position is available immediately. Please send cover letter and resume to: jobs@publictheater.org