



Health and Safety Coordinator for *Shakespeare-in-the-Park*

Timeframe: June 6 - August 6, 2022 (9 weeks)

Location: Montreal, primarily in-person with some remote work

Salary: \$14.50/hour, 40 hours per week

Application Deadline: May 20 at 5pm

****Candidate must be eligible for Canada Summer Jobs program****

Founded in 1988, Montreal's Repercussion Theatre is best known for its annual Shakespeare-in-the-Park summer tour. As a professional theatre company and non-profit arts organization, our core values are artistic excellence, social relevance and accessibility. Repercussion Theatre is committed to equity and diversity in its exploration of classical theatre in today's world, and so we encourage applicants from all cultural backgrounds, abilities and gender identities to apply. **This role will support the 2022 Shakespeare-in-the-Park tour, running from July 14 to August 6.**

The Health & Safety Coordinator will support the implementation of Covid-19 safety procedures for our Shakespeare-in-the-Park team and liaise between the production team and management. Reporting to the Artistic and Executive Director (AED) and the General Manager (GM), and liaising with the Production Manager (PM), the Health & Safety Coordinator will be responsible for the following tasks:

- Maintain and update our Covid-19 Safety Policy by staying up-to-date with CNESST guidelines for the performing arts sector, as well as any other pertinent government regulations.
- Be the point person for Covid-19-related questions and concerns for the cast and crew during rehearsal and touring period; carry out daily health questionnaires as required during this period.
- Keep a log of Covid-19 incidents (when a team member may have been exposed) and report them to the AED and GM.
- Oversee and assist with cleaning protocols during rehearsals and at performances.
- Assist the Volunteer Coordinator with distributing and implementing safety protocols to volunteers.
- Liaise with the communications team as needed.
- Assist front-of-house staff with posting necessary signage and ensuring health and safety protocols are followed by audience members during shows.

Preferred Profile and Abilities

- Strong organizational and communications skills
- Knowledge of theatre production an asset
- At ease interacting with the public
- Ability to work as part of a team and independently
- Strong English level (spoken and written); intermediate French level (spoken and written)
- Driver's license is considered an asset

Eligibility

Please note that applicants must be eligible for the Canada Summer Jobs program by meeting all of the following criteria:

- be between 15 and 30 years of age at the start of the employment
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment; *and*
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Please email a cover letter and resume to Linnea Jimison, General Manager at hr@repercussiontheatre.com **by May 20 at 5pm**. We thank all applicants for their interest; however, only candidates selected for an interview will be contacted.