



Title: Director of Safety, Wellness & Occupational Health
Reports to: Human Resources Director
Supervises: Safety Coordinator and Assistant Safety Coordinator

POSITION OVERVIEW: The Santa Fe Opera seeks a Director of Health & Safety to lead the culture of health and safety for the organization. The Director of Health & Safety elevates and supports the environmental, health and safety programs of the Opera, including training, accident prevention, and emergency preparedness and response. Additionally, the Director of Health & Safety supports mandatory reporting and workers' compensation in collaboration with the Director of Human Resources, security planning and patron safety with Director of Operations and Audience Services Director, and production safety with the Director of Production and Director of Artistic Administration. The Director of Health & Safety also maintains oversight of infection control protocols, including determinations for testing or masking requirements.

The Director of Health & Safety will serve as the interdepartmental point person on all topics related to the health and safety of The Santa Fe Opera's staff, artists, musicians and patrons.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

HEALTH & SAFETY

- Effectively communicate health and safety standards that minimize risk to SFO employees and other stakeholders by providing clear, concise and meaningful information.
- Understand and work to address the important safety, health, and wellness concerns of others.
- Ensure equity, diversity, inclusion and accessibility are at the forefront of safety-related decision making.
- Proactively evaluate safety, health and wellness risks to individuals or to the organization and work to effectively plan for mitigation, address dangers and recover from emergencies.
- Evaluate health and safety risks to SFO on an ongoing basis and advise SFO management as to best practices and risks regarding safety in all SFO spaces, including onstage, backstage, in production shops, rehearsal halls, offices and public areas. Ensure that, at a minimum, the legally required safety standards are met and implemented.
- Oversee emergency preparedness programs, including, but not limited to: wildfire smoke protocols, power failures, fire, flood and active shooter awareness and prevention.
- Manage company-wide emergency communication system and real-time communications.
- Liaise with public safety officials, as appropriate.
- Work collaboratively with the appropriate departments to elevate workplace safety and accident prevention programs, including, but not limited to: safety manuals and associated policies and procedures, regular work site inspections, machinery and machinery operator inspections/certifications, training and orientation programs (including respirator fit tests), accident investigations, employee health and safety-related complaints, performer safety programs, ensuring that all of the foregoing meet federal and state OSHA requirements.
- Lead seasonal safety staff – Safety Coordinator and Assistant Safety Coordinator – to ensure quality of work and service as they fulfill the responsibilities of the department.

- In coordination with the Director of Human Resources, create, manage and facilitate staff wellness programs that work to promote employee well-being including, but not limited to: best practices in occupational health and wellness, mental health awareness and self-care practices.
- Responsible for annual gap analyses to ensure workplace safety practices are on target and efficient.
- Responsible for providing or hiring experts for safety trainings for year-round and seasonal staff including, but not limited to: CPR/First Aid, mental health first aid, DEIA and sensitivity training.
- Oversee worker's compensation reporting while supporting employees navigating the process.
- Oversee safety department response to worker accident and injuries onsite and facilitate transportation to urgent care, the ER or other locations, when appropriate.
- Complete inspections and file reports with OSHA, Bureau of Labor Statistics, and Worker's Compensation annually.
- Facilitates Diversity, Equity, Inclusion and Accessibility (DEIA) Working Group.
- Responsible for hiring experts in the field of DEIA to support training on campus for year-round and seasonal staff in anti-racism and anti-oppression.

INFECTION CONTROL

- Maintain the Santa Fe Opera's infection control protocols, focusing on a containment strategy to protect the well-being of staff, artists, musicians, and patrons, and mitigating the spread of COVID-19 or other illnesses.
- Enforce policies and protocols on-campus in conjunction with department management.
- Provide reports to management regarding health and safety concerns, violations and compliance.
- Stay current on new developments in health and safety to improve quality and efficacy of all processes and procedures.

REQUIREMENTS

- Willingness and ability to learn essential safety management skills and acquire necessary qualification(s) through on-the-job training and education and certification opportunities.
- Ability to adapt to varying work environments and maintain a positive work atmosphere.
- Ability to work collaboratively and create teams or programs to meet specific tasks.
- Outstanding attention to detail and observation ability.
- Experience training employees.
- Creative vision and creative problem solving.
- Ability to maintain highest degree of confidentiality.
- Excellent organizational and motivational skills.
- Ability to read architectural and scenery construction documents preferred.
- Knowledge of data analysis and risk assessment.
- Understanding of current health and safety guidelines, regulations, programs and laws.
- 5+ years' experience working in theater, performing arts and/or production, or equivalent experience.
- Experience working in the health and safety, compliance or healthcare fields.
- Valid qualification(s) in occupational health and safety preferred, including OSHA 30 training and CDC/WHO COVID-19 Training.

This is a full-time position in Santa Fe, New Mexico, that requires flexibility of hours due to evening and weekend performances, rehearsals, fall concerts and other events.