

Wednesday, November 24, 2021

Director of Human Resources at Ballet Hispánico

Company: Ballet Hispánico
 Location: New York, NY
 Compensation: \$65,000-\$75,000

► [Share](#) | [Print](#) | [Download](#)

Position Description

The Human Resource Director will oversee the execution and evolution of HR practices, be the initial point of contact for employees on HR matters, provide hands-on service in the areas of recruitment, benefits, employment compliance, employee relations, and will ensure the success of Ballet Hispánico's current Diversity, Equity & Inclusion principles.

Specific Responsibilities

HR Business Partner

- Work with managers and employees at all levels to provide excellent HR guidance and service.
- Optimize HR processes and systems to ensure benefits and other HR offerings are easy to access and navigate.
- Understand the evolving needs of the organization and make recommendations to Executive Leadership about continuously improving the workplace.
- Review the impact of organization's processes and practices at all junctions in the employment lifecycle.
- Assist AD/CEO in establishing learning programs for all staff around DEI principles and infuse principles into all talent development programs offered by the organization.

Employee Relations

- Ability to resolve employee concerns, issues, without escalation
- Ability to anticipate pitfalls or common roadblocks to employee satisfaction.
- Creative problem solver to encourage employee engagement and reinforce healthy institutional morale.

Talent Management

- Deliver on a calendar for annual trainings such as anti-harassment training, and performance review training.

HR Operations

- Help conduct annual processes such as open enrollment and performance reviews.

Compliance

- Stay abreast of upcoming employment laws and trends, and ensure policy, practice and handbook updates meet or exceed requirements.
- Maintain proper personnel files and other HR records.
- Manage and resolve any employee relations or workers compensation matters that might arise.
- Exercise good judgment in escalating matters to the CFAO as needed.

Recruiting

- Provide full service recruiting to fill any openings that arise or new roles that are created.
- Lead new hire onboarding and employee orientation programs.
- Manage relationships with outside recruiting vendors including applicant tracking systems, job boards and external recruiters.

Qualifications

- Degree in business, psychology, human resources or relevant field of study preferred.
- Active PHR, SPHR or SHRM certification preferred.
- A passion for arts and entertainment and how it drives social change
- Expert with at least 3+ years of experience as a Human Resources Generalist or HR Business Partner in serving an employee population of 75-100 employees.
- Direct hands-on experience with recruiting, training, benefits, HR compliance and employee relations.
- Approachable relationship builder.
- Effective judgment about proper handling of confidential information.
- High integrity, work ethic and communication skills.

Compensation

Competitive salary, incentive and benefits will be offered, in the range of \$65-75k commensurate with the role and the final hire's experience.

To Apply

Qualified candidates please send a cover letter and resume to patricia@patriciamuncy.com.

Ballet Hispánico
 167 West 89th Street Ballet Hispánico
 New York, NY, 10024

For more information:
 Patricia Muncy
patricia@patriciamuncy.com