Monday, November 18, 2019

Human Resources Manager

Company: Jacobs Pillow Dance
Location: Becket, MA

Jacob's Pillow seeks a Human Resources Manager (a new position) who works closely with the staff and management team to plan, implement and administer policies relating to all phases of human resources activity including recruitment, orientation, training, workplace satisfaction, and professional development. Operating year-round with an intense 10-week summer season where most personnel work a 6-day week, Jacob's Pillow strives to maintain a productive, diverse, high performance and goal-oriented, supportive work culture for its 40 year-round and up to 100 seasonal employees. Staff have the opportunity to work among world-class artists in a creative atmosphere along with the advantages of being able to attend performances and participate in a renowned artistic culture.

Responsibilities

Develops and maintains a human resources system that meets top management needs. Participates in long-term planning for human resources.
Oversees accurate and complete maintenance of all personnel records according to federal and state guidelines. Develops and produces statistical and analytical reports required by governmental agencies, and organizational planning.
Provides accurate and approved data to the Finance department, for authorizing the approved payroll and maintains accurate compensation data, required recordkeeping, changes in employee status, etc.
Administers new hire, orientation, and termination process.
With support from the Accounting & HR Coordinator, administers all benefits programs such as health & life insurance, retirement, disability, flexible spending plan, EAP, vacation, etc.; informs employees of changes in the programs and assists them with any questions or problems they may have.
Administers and monitors the salary administration program, keeping all job descriptions and grade levels current to maintain fair pay for all employees. Develops position descriptions and grades for new positions with department heads and Deputy Director.
Assists supervisors with annual, introductory and periodic evaluations to ensure effectiveness, compliance, and equity within the organization.
Assists with annual salary review during budget preparation time.
Implements, interprets, clarifies or amplifies, when needed, the personnel policy for the employees in accordance with the intent of the policy and organization. Keeps policy current with federal and state laws of fair employment.
Provides for adequate and efficient employment levels across the organization. In conjunction with supervisors, writes and submits all recruitment advertisements to appropriate publications and other outlets. Coordinates the system for receipt of all applications and resumes, conducts preliminary interviews when appropriate, writes rejection letters and oversees the offering of letters of employment.
Plans and conducts new employee orientation and onboarding to foster a positive attitude toward the organization's mission, goals, and values.
Coordinates management training in interviewing, hiring, terminations, promotions, performance review, safety, and harassment. Together with the Archives and other staff, provides for ongoing training for entire staff relating to the history of Jacob's Pillow and the scope of its programs.
Oversee the summer intern program and orientation and training for all seasonal staff.
Develops professional development opportunities for interns and administrative fellows
Provides for good employee relations through staff communications and staff get-togethers.
Consults and advises management in appropriate resolution of employee relations issues.
Conducts wage surveys within labor market to determine competitive wage rates.
Represents the Pillow and community forums and applicable events.
With the Deputy Director, facilitates a staff taskforce on inclusion, diversity, equity and access (IDEA)
Provides staff support to a Board Committee focused on Human Resource policies and issues.

Required Qualifications

Bachelor's Degree with HR program certificate; or five to seven years related experience and/or training; or equivalent combination of education and experience.
Experience with Human Resource Information Systems and job application programs
Strong understanding of and experience in the interviewing process, benefits administration, payroll and other HR functions
Extensive recruiting experience
Training in and/or experience crafting job descriptions and writing policies

Preferred Qualifications

Advanced degree in a related field
Training certification
A passion for the arts and knowledge of dance
Experience in a nonprofit and/or performing arts organization

Skills & Qualities

Excellent planning and communication skills
Demonstrated leadership accomplishments

To Apply: Please email cover letter, resume, and references to hr@jacobspillow.org, with HR Manager in the subject line.

All inquiries and materials will be confidential. Please do not mail hard copies.

Jacobs Pillow Dance
358 GEORGE CARTER ROAD
Becket, MA, 01223
4134419919
https://www.jacobspillow.org/

For more information:
A.J. Pietrantone
hr@jacobspillow.org
4134419919

< back

previous listing • next listing