

Thursday, January 20, 2022

## Manager of Human Resources for Ballet Hispánico

Company: Ballet Hispánico  
 Location: New York, NY  
 Compensation: \$80-85,000/year

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### Position Description

The Human Resource Manager 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 a minimum 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 \$ 80-85k 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](mailto:patricia@patriciamuncy.com).

Ballet Hispánico  
 167 West 89th Street Ballet Hispánico  
 New York, NY, 10024  
<https://www.ballethispanico.org/about/administration/employment/Manager-of-Human-Resources.html>

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