

Monday, August 4, 2025

## Human Resources Manager

Company: Urban Bush Women

Location: Brooklyn, NY

Compensation: Starts at \$35 per hour, 20 hours a week

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### Job Summary

UBW seeks a collaborative, people-centered, and values-based individual for the role of Human Resources Manager. The Human Resources Manager reports to the Executive Director and is responsible for the continued development and maintenance of human resources of Urban Bush Women. The position is part-time (20 hours per week) with a start date of October 1 2025.

### Functions & Responsibilities

#### Human Resources

#### *Personnel Lifecycle*

- Facilitate the drafting and creation of job descriptions in collaboration with the Executive Director, Director of Operations, Operations Assistant, and department managers.
- Collaborate with the Executive Director, Director of Operations and Operations Assistant in recruiting, training, motivating, and managing the administrative staff and interns.
- Facilitate the annual and ongoing creation of Letters of Agreement (LOAs) for full-time, part-time, and contract staff with the support of Operations Assistant, and in collaboration with hiring managers, regarding staff and contractor scopes of work
- Streamline LOA templates for all employees and contractors with the support of UBW legal counsel and the Board.
- Maintain employee and independent contractor personnel files with support of Operations Assistant.
- Ensure new hire paperwork is completed in an accurate and timely manner.
- Facilitate exit interviews as needed.
- Monitor unemployment claims as needed.

#### *Staff Relations*

- Coordinate the annual review process with the support of Operations Assistant.
- Participate in employee annual reviews as UBW HR representative.
- Collaborate with staff and department managers for requesting and implementing reasonable accommodations.
- Serve as the point of contact for HR-related concerns from the staff and company, and make recommendations to bring cohesion around operational goals and employee wellbeing.
- Hold weekly HR Office hours for UBW staff and company to discuss HR-related questions or concerns.

#### *Compensation & Benefits*

- Facilitate the administration of employee benefits (medical, dental/vision, 401(k), time off and leave benefits), serving as the first point of contact for employees.
- Liaise with Insurance brokers, underwriters, and 3rd party benefits providers in collaboration with the Director of Operations and Operations Assistant to facilitate open enrollment and other benefits-related milestones.
- Facilitate the research, presentation for approval, and implementation of UBW's evolving benefits offerings with the support of the Operations Assistant and in collaboration with the Director of Operations and Executive Director.
- Facilitate the research of, and develop pay recommendations for UBW roles through the use of job analysis tools, salary surveys, internal pay equity analysis, and labor market trends with the support of the Operations Assistant and in collaboration with the Director of Operations and at the direction of the Executive Director.
- Advise the Management Compensation Committee of the Board of Directors in collaboration with the Executive Director.

#### *Compliance*

- Update and maintain the UBW Personnel and Policy Manual.
- Develop staff engagement and accessibility around established policies, and provide advice around interpreting organizational policies.
- Facilitate the implementation and updating of all UBW COVID-19 Policies and Procedures in collaboration with UBW Board, Executive Director, Director of Operations, and Production team.
- Coordinate annual sexual harassment prevention training with the support of Operations Assistant.
- Ensure that the organization is in compliance with the latest employment rules and regulations through communications with legal consults, attending educational workshops, reviewing professional publications and participating in professional societies.

- Serve as UBW Point Person for processing Workers' Compensation claims as needed.
- Ensure compliance with labor regulations within payroll processing.

#### Payroll/Finance Support

- Support the Director of Operations in developing best practices for payroll procedures, through the implementation of Gusto and procedural improvements.
- Collaborate with Director of Operations, Finance Consultant, and UBW staff in the preparation of the annual UBW organizational budget (focusing on personnel budgets).

#### Operations Support

- Prioritize office workflow and systems.
- Coordinate with the Director of Operations and the Productions Team to process individual driving records to authorize UBW Drivers.

#### Other Duties

As part of a small staff, there will be other duties, as deemed necessary, to accomplish tasks that may be outside of the scope of this job description. Duties may expand during times of personnel change, when there are employee absences, and during special events.

#### Professional Development

Actively seeks and attends professional development opportunities, including attending the Summer Leadership Institute and full-staff retreats

#### Compensation/Benefits

Compensation: Starts at \$35 per hour

Benefits: Paid time off (personal, holidays, and a collective week off at end of year)

Option to enroll in 401(k) after 12 months

Start Date: October 1, 2025.

#### Schedule & Location

20 hours per week, hybrid schedule. You will have the flexibility to work from your preferred workspace, with certain tasks that may require on-site presence at UBW's Brooklyn office. Occasional team meetings or events will require in-person attendance in NYC.

Potential occasional travel outside of NYC to attend conferences and UBW performances.

#### How to apply

Kindly submit your cover letter, detailing your qualifications and interest in Urban Bush Women, along with a résumé and the contact information for three professional references. Please ensure all documents are merged into a single file.

Email applications with subject line "HR Manager Application - First Name Last Name" to [info@urbanbushwomen.org](mailto:info@urbanbushwomen.org). No telephone calls, please.

Applications are reviewed on a rolling basis and are accepted through September 21, 2025 or until the position is filled.

#### About Urban Bush Women

UBW galvanizes artists, activists, audiences and communities through performances, artist development, education and community engagement. With the ground-breaking performance ensemble at its core, ongoing initiatives like the Summer Leadership Institute (SLI), BOLD (Builders, Organizers & Leaders through Dance) and the developing Choreographic Center, UBW continues to affect the overall ecology of the arts by promoting artistic legacies; projecting the voices of the under-heard and people of color; bringing attention to and addressing issues of equity in the dance field and throughout the United States; and by providing platforms and serving as a conduit for culturally and socially relevant experimental art makers.

[www.urbanbushwomen.org](http://www.urbanbushwomen.org)

UBW is an equal opportunity employer.

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For more information:  
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