



POSITION:

Human Resources Director

ORGANIZATION:

The Public Theater

ABOUT THE ORGANIZATION:

Founded in 1954, The Public Theater is dedicated to two intertwined ideals: diverse and uncompromising artistic excellence, and radical inclusivity. During a typical season, The Public produces an average of 265 performances on 5 principal stages at our headquarters on Lafayette Street, 700 performances at Joe’s Pub, and 50 free performances of Free Shakespeare in the Park at the Delacorte Theater – engaging more than 350,000 artists and theatergoers each year. The Public believes that theater, like American life, gains strength through diversity: We produce Shakespeare, new plays, concerts, the theater of ideas, and more because each pursuit is enriched by all the others, and because their union under one roof creates a truly national theater.

Learn more about The Public Theater at <https://www.publictheater.org/>

ABOUT THE POSITION:

The Human Resources Director will drive operational HR best practices in a range of areas including benefits, payroll, health and safety and employee relations. The Director will serve as a strategic Business Partner to departments across the institution to support performance management and ensure best practices are implemented and upheld that adhere to the Public’s values and aspirational culture.

Reporting to the Senior Director of Human Resources, the Director will be a key member of a highly collaborative team of HR professionals and manage at least one person in a full time capacity. They will bring strategic talent skills, expertise in core human resource functions, a systems building orientation, and a deep commitment to supporting organizations and people in being actively anti-racist. This is an exciting opportunity for an experienced human capital leader to develop systems and implement best practices designed to enhance the overall employee experience at The Public Theater.

Responsibilities include, but are not limited to:

HR Business Partner

- Proactively partner with leaders across the organization to navigate performance management issues and build a productive and positive culture
- Drive employee engagement and retention efforts, collaborating with leaders to develop effective internal communications strategies, processes and tools
- Ensure systems, processes, and policies are in place to support managers and teams
- Work with managers throughout the organization to help establish and communicate annual goals for team members; ensure managers are tracking progress against goals and providing continuous feedback to team members
- Develop and maintain communication with all levels of staff and program/department heads



HR Administration

- Serve as the organization's subject matter expert and coordinator in matters pertaining to employee relations, mediation, benefits administration, compliance, health and safety and compensation
- Ensure benefits and other aspects of human resources infrastructure operate with both exceptional accuracy and a strong customer service orientation
- Continuously review and leverage resources (staff, budget, technology) to ensure appropriate best practices in HR administration and procedures so that they are efficient, equitable, timely, auditable, and responsive
- Work closely with the Senior Director and HR team to ensure The Public's compliance with federal, state, and local laws
- Enact and direct policies and practices that provide protection in all areas including employment, employee relations, benefits, compensation, equal employment opportunity, equity, diversity and inclusion and protection from harassment and discriminatory practices

CANDIDATE REQUIREMENTS:

The ideal candidate will possess the following qualifications:

- Minimum of 8 years of HR experience across a range of competencies; at least 5 years of experience leading in an environment with seasonal, full and part time employees
- Professional Certification preferred: SHRM-SCP, SHRM-CP, PHR or SPHR
- In-depth knowledge and understanding of HR compliance, benefits administration, records retention, employee relations, DEI, and HR policies and procedures
- Knowledge of NY State labor laws highly preferred
- Demonstrated commitment to anti racism
- Previous experience managing people and/or advising managers
- Excellent relationship building skills with a demonstrated ability to work well with people from a wide variety of backgrounds
- Aware of the sensitive nature of this position with a proven track record of meeting ethical and confidentiality guidelines
- Comfort and prior success in startup type environments which includes managing multiple, competing priorities at once, building systems to support current and future work, and navigating ambiguity and change
- Influences senior leaders on organizational development, talent, and HR issues
- Strategic thinking and problem-solving skills, with the ability to analyze and problem solve situations of both technical and personal natures
- Ability to achieve goals and align interests through cooperation and collaboration with other groups and cross-functional teams, even where no direct reporting relationship exists

LOCATION: New York City

COMPENSATION AND BENEFITS:

on-ramps

Salary and benefits will be competitive and commensurate with experience.

QUALIFIED INDIVIDUALS, PLEASE APPLY: <https://www.on-ramps.com/open-positions/2258>

The Public is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.