

**Human Resources Coordinator**

The Public Theater seeks a highly organized, dynamic, and dependable Human Resources (HR) Coordinator to coordinate and facilitate various human resource processes. This position will be the first point of contact for employees who have questions and concerns, and therefore must be approachable, an active listener, and generally resourceful. The HR Coordinator will collaborate closely with the HR team, hiring managers, external facilitators, and many others to shape the best possible experience for candidates and existing staff. This position will report to the Senior Director, Human Resources.

**Responsibilities:**

* Perform tasks related to onboarding and employee transitions, including input and maintenance of new hires and rehires in the ADP HRIS system
* Provide support for recruitment, benefits management, Worker’s Compensation Process, Unemployment claims and leave of absence management
* Respond to requests for Employee Verifications and other individual employee documentation
* Maintain the Public’s HR training calendar and all related activities
* Update and maintain departmental calendar, documentation, correspondence, organizational charts, and records that are readily accessible and understandable by others
* Coordinate and maintain extensive digital and paper filing for Employee File system and shared departmental files
* Arrange departmental meetings and calls, including, but not limited to training, orientation, etc.
* Support the new hire experience from offer acceptance through onboarding, including but not limited to, initiating the hire in various HR systems
* Serve as a liaison between HR and all departments to keep everyone informed of initiatives and activities
* Consistently brainstorm and implement ways to further the Public’s Cultural Transformation goals through hiring, onboarding, and career development processes; assist with departmental responsibilities related to the Cultural Transformation Plan
* Other duties as needed to support the HR department and overall staff of The Public

**Requirements**:

* 2+ years of working experience in Human Resources or Administration; recruiting, onboarding and training experience a huge plus
* Passion for the cultural arts sector and understanding of The Public’s drive as a civic institution engaging with some of the most important ideas and social issues of today
* High level of attention to detail
* Commitment to confidentiality and discretion
* Commitment to delivering excellent customer service
* Personable and able to keep a positive attitude under stressful and shifting circumstances
* Adept at using and learning new software tools, including proficiency with MS Office
* Experience with ADP, or similar HRIS system, a plus
* Creative and flexible under high levels of complexity and competing priorities
* Ability to take initiative and work independently
* Ability to build and maintain partnerships, internally and externally
* Ability to give and receive professional feedback, with an appetite for professional growth
* Commitment to principles of diversity, equity, access, and inclusion and willingness to participate in anti-racism and other trainings as outlined by The Public’s Cultural Transformation Plan
* Spanish language capability a plus

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 applications 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.

As a condition of employment, the Public will require all employees who report to work on site (either at the Public Theater or any other workspace or performing location) to be up to date with their COVID-19 vaccine and booster. The Public will provide exceptions only for employees with an approved medical or religious exemption.

Please send cover letter and resume with subject line “Human Resources Coordinator” to: [**jobs@publictheater.org**](mailto:jobs@publictheater.org)

**About The Public:**  
The Public is theater of, by, and for the people. Artist-driven, radically inclusive, and fundamentally democratic, The Public continues the work of its visionary founder Joe Papp as a civic institution engaging, both on-stage and off, with some of the most important ideas and social issues of today. Conceived over 60 years ago as one of the nation’s first nonprofit theaters, The Public has long operated on the principles that theater is an essential cultural force and that art and culture belong to everyone.

Under the leadership of Artistic Director Oskar Eustis and Executive Director Patrick Willingham, The Public’s wide breadth of programming includes an annual season of new work at its landmark home at Astor Place, Free Shakespeare in the Park at the Delacorte Theater in Central Park, The Mobile Unit touring throughout New York City’s five boroughs, Public Forum, Under the Radar, Public Studio, Public Works, Public Shakespeare Initiative, and Joe’s Pub. Since premiering HAIR in 1967, The Public continues to create the canon of American theater and is currently represented on Broadway by the Tony Award-winning musical Hamilton by Lin-Manuel Miranda. Their programs and productions can also be seen regionally across the country and around the world. The Public has received 59 Tony Awards, 169 Obie Awards, 53 Drama Desk Awards, 54 Lortel Awards, 32 Outer Critic Circle Awards, 13 New York Drama Desk Awards, and 6 Pulitzer Prizes. Publictheater.org.