

Department:	Finance
Job Title:	Director of Human Resources
Reports to:	Chief Financial Officer (CFO)
Type of Position	Full-Time, On-Site

### GENERAL DESCRIPTION

The Director of Human Resources is a key team player within Harris Theater’s leadership team. Reporting to the CFO, the Director of Human Resources is responsible for all facets of human resources (HR) operations and talent strategy for Harris Theater (theater). This position plays an integral role as an organizational culture strategist and HR advisor to the CEO and CFO, partnering on initiatives ranging from company communications, organizational model design, succession planning, restructures, and Diversity, Equity, and Inclusion (DEI).

The ideal Director of Human Resources brings a high level of understanding of the dynamics of an arts organization and demonstrable experience building responsive people and culture environments that balance creativity and accountability for all.

### DUTIES AND RESPONSIBILITIES

#### STRATEGY

- Collaborates with the CFO and Senior Leadership to understand the theater’s goals and strategy related to organizational culture, staffing, recruiting, and retention.
- Provides guidance and strategic direction for all dimensions of the business impacting the organization’s structure, staffing, employee engagement, and employee relations.
- Advises Senior Leadership and other hiring managers on HR implications and risks related to key issues and important strategic decisions.

#### TALENT MANAGEMENT

- Administers HR processes and programs including, but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management including employee reviews; productivity, recognition, and morale; and training and professional development.
- Collaborates with Senior Leadership to identify staffing and recruiting needs; develops and executes best practices for hiring and talent management.

#### Diversity, Equity, and Inclusion (DEI)

- Partners with Senior Leadership and other key team members to develop a holistic people and culture strategy that deepens the commitment to DEI at the theater.
- Leads program management of the theater’s DEI work with staff and is liaison to the board’s DEI committee; including, but not limited to coordination, development and implementation of priority initiatives and actions by the staff-driven DEI working group for the board’s efforts.
- Manages DEI partner relationships and work with Senior Leadership to recruit facilitators and outside support, when needed.
- Serves as a liaison with Enrich Chicago, a collaborative of over 40 Chicagoland arts and philanthropic organizations committed to ending systemic racism in the arts.

#### OPERATIONS

- Adopts and institutionalizes leading-edge HR systems, methods and tools that elevate the theater’s HR capacity and establishes consistent best practices.
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organization’s HR compliance and strategy needs.

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	<ul style="list-style-type: none"> <li>• Develops, monitors, implements, and adjusts, when needed, departmental budget.</li> <li>• Translates HR initiatives into accessible data that is clear, concise, and compelling.</li> <li>• Collaborates as part of the Finance Department with team members that manage benefit administration, payroll, onboarding, worker's comp, cultural HR events, and aspects of talent management at a departmental level.</li> <li>• Serves as the liaison with the board's Nominating and Governance Committee.</li> </ul> <p>COMPLIANCE/NEW TECHNOLOGY</p> <ul style="list-style-type: none"> <li>• Monitors and ensures the theater's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.</li> <li>• Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.</li> <li>• Works closely with external employment counsel, as needed, on employment-related personnel issues.</li> </ul>

**EXPECTATIONS AND EXPERIENCE**

As a member of the Harris Theater's team, within the first 3-12 months, the Director of Human Resources is expected to achieve the following objectives:

- Implement/enhance company's human resources management system (HRIS) for effective workforce management.
- Enhance human resources infrastructure that can meet the needs of the organization, as the theater continues to recover from a year of closure.
- Serve as an effective business partner and advisor to the CFO and CEO on issues around managing people in a dynamic and creative environment.
- Work closely with Senior Leadership to manage office and theater staff in a hybrid mode, post-COVID.
- Ensure that deliverables from the organization's DEI goals are progressing and hitting deadlines and communicated to constituents about progress in a regular and timely manner.
- Uphold the Harris Theater's mission to be a home for music and dance, and embody organizational core values of artistic integrity, collaboration, belonging, and respect.
- Be onsite for or attend performances/events as required for your role.
- Participate in organizational and regular team meetings, share ideas, and communicate openly with peers and supervisor about questions, challenges, and successes
- Maintain professional conduct and represent the Theater positively in all interactions with artists, renters, partner organizations, donors, vendors, volunteers, patrons.

The ideal candidate will have:

- Demonstrable experience advocating for and activating inclusion, diversity, equity, and access in their professional and personal lives.
- A deep commitment to work with diverse groups in terms of gender expression, race, sexual orientation, religion, ability, age, class, and immigrant status.
- Outstanding written and oral communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational/project management skills and attention to detail.

- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- The ability to manage up, sideways and down with class and calm.
- Proven strong leadership skills within a human resources department.
- Ability to quickly adapt to the needs of the organization and employees.
- Knowledge of and ability to stay informed of current employment-related laws and regulations.
- Proficient with Microsoft Office Suite, HR Management Systems and other IT tools that best support human resource operations and communications.
- SHRM-CP or SHRM-SCP highly preferred.
- Preference to those who have non-profit arts HR experience.

#### **SALARY RANGE AND INSTRUCTIONS TO APPLY**

The salary range for this position is \$65,000 - \$70,000 per year plus benefits package. Please submit a cover letter and resume to [Finance@harristheaterchicago.org](mailto:Finance@harristheaterchicago.org). No phone calls please.

*The Harris Theater is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, veteran, national origin, or disability status or any protected characteristic as outlined by federal, state, and local laws.*

**As of, August 16<sup>th</sup>, 2021**, any new hire of the Harris Theater will be required to be fully vaccinated against COVID-19 and will be required to complete the **Harris Theater COVID-19 Vaccination Disclosure Form** during the initial onboarding with the Director of Human Resources. Medical and Religious Exemption form made available upon request.

This policy is being instated based upon current public health guidance, our need for employees to physically be onsite at the theater and theater office premises to support standard and performance operations, and the current increase of COVID-19 cases within our immediate area along with the unpredictability of the current COVID-19 variant in addition to the potential of other variants.

The Harris Theater reserves the right to evaluate and modify this policy at any time based upon current public health guidance and industry standards.