

Seattle Children's Theatre

Title: HUMAN RESOURCES GENERALIST

Reports to: Managing Director and Artistic Director

Position Status: Part time, Non-exempt 20-30 hours per week

Salary: The hourly salary range is between \$19.00-21.00 per hour

POSITION SUMMARY

The Human Resources Generalist is responsible for provide comprehensive HR services to all employees and contractors of Seattle Children's Theatre. The position is required to work closely with the Managing Director and the Artistic Director to develop, implement and manage all people based initiatives within the theatre.

ESSENTIAL FUNCTIONS

This Job Description is intended to be a general guide for the duties of the Human Resources Generalist but the duties for the position will not be limited to the items below:

- Recruitment and Staffing Logistics
- Employee Orientation
- Performance Management
- Training and Development
- Employee Relations
- Compensation and Benefits
- Regulatory compliance
- Employee safety

GENERAL DUTIES / RESPONSIBILITIES**Employment**

- Manages the recruitment process using standard recruiting and hiring practices and procedures.
- Conducts the recruiting planning meeting when needed staff is identified.
- Reviews resumes for all candidates and conducts initial interviews for potential candidates.
- Conducts an orientation for all new employees.
- Conducts an exit interview for all employees leaving the organisation.

Performance Management, Training and Development

- Drives the annual performance review process
- Assists managers with the selection and contracting of external training programs and consultants.
- Provides necessary education and materials to managers and employees including workshops, manuals, employee handbooks and standardized reports.

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Employee Relations

- Assists with the development of Human Resources policies for the company with regard to employee relations.
- Partners with management to communicate Human Resource policies, procedures, programs, and laws.
- Recommends employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation.
- Conducts investigations when employee complaints or concerns are identified.
- Advises managers and supervisors about the steps in a progressive disciplinary process.

Compensation

- Assists with the monitoring of the company wage and salary structure.
- Provides competitive market research and prepares pay studies to help establish pay practices and pay bands that help to recruit and retain superior staff.

Benefits

- Recommends changes in benefits offered, especially new benefits aimed at employee satisfaction and retention.

Law

- Protects the interests of employees and the company in accordance with company Human Resources policies and governmental laws and regulations.

The Human Resources Generalist assumes other responsibilities as assigned by the Managing Director or the Artistic Director.

EDUCATION, SKILLS & EXPERIENCE

- Bachelor degree or equivalent experience in Human Resources or Business.
- Two to four years of Human Resources experience.
- Professional in Human Resources (PHR) certification preferred – not required.
- General knowledge of employment laws and practices.
- Experience in the administration of benefits and compensation programs and other Human Resources programs.
- Excellent computer skills in a Microsoft Windows environment. Must include Excel and demonstrated skills in record keeping.
- Effective oral and written communication.
- Excellent interpersonal and coaching skills.
- Evidence of the practice of a high level of confidentiality.
- Excellent organizational skills.

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KEY RELATIONSHIPS

- Managing Director
- Artistic Director
- Finance Director
- Payroll Specialist
- All employees and contractors

Physical Requirements & Work Environment

Experience or interest working in a non-profit theatre youth arts education environment is a plus. Clearances/background checks will be conducted.

To Apply

Please send cover letter, resume, and three professional references in PDF format to Karen Sharp, Managing Director at karens@sct.org. No phone calls please. Seattle Children's Theatre values diversity in the workplace.

Additional Information: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job. Seattle Children's Theatre provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin age, disability or genetics. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.