

THE SHED

JOB DESCRIPTION: Human Resources Director

ABOUT THE SHED: Scheduled to open in early 2019 on the west side of Manhattan where the High Line meets Hudson Yards, The Shed will be the first multi-arts center designed to commission, produce, and present all types of performing arts, visual arts, and popular culture. From hip hop to classical music, visual art to literature, film to theater and dance, with collaborations across these disciplines and others, we will bring together leading artists from all art forms under one roof. The Shed will be driven by experimentation, innovation, and collaboration.

The Shed will be a place of significant cultural and societal impact, where the world's leading artists and creative minds can make art that helps forge tomorrow's world, and where audiences from all walks of life can experience this art together.

For more information, see: <http://www.theshed.org>

Job Description:

The Shed seeks an HR Director to work as a key member of a highly accomplished and skilled management team. The HR Director will report to the Chief Financial Officer and will recruit and support the growth of our staff, ensure compliance with prevailing laws and practice, manage HR systems that help our staff grow professionally, and help to build a culture that supports the core values of The Shed including collaboration, quality, continuous improvement and high-performance standards. Due to the start-up nature of The Shed, the ideal candidate will be well versed in developing and implementing HR policies and systems for a new organization.

Key responsibilities include, but are not limited to:

- Research, draft and recommend HR policies and procedures for implementation;
- Maintains knowledge of industry trends and employment legislation and ensures organization's compliance;
- Communicates organization's personnel policies and procedures and ensures compliance;
- Provide leadership in administrative affairs, including coaching managers, counseling employees and providing forums for communication and conflict resolution as needed with sensitivity and expertise to promote employee engagement, satisfaction and retention;
- Interface with employees at all levels to foster a culture and environment of collaboration, high performance standards, learning and continuous improvement;
- Experience with diversity and inclusion best practices and implementation;
- Develop and maintain a human resources information system that includes personnel and payroll records, time and attendance reports and other personnel information in compliance with applicable employment laws;
- Manage recruitment and hiring processes including assisting hiring managers on writing job descriptions, determining appropriate salary levels and interviews to identify best candidates;
- Coordinate and conduct new employee orientation and exit interviews of departing employees;
- Manage and administer employee benefit programs;
- Manage and administer payroll;
- Develop, manage and administer annual performance evaluation process and compensation reviews;

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- Supervise staff of the HR department;

Qualifications and Qualities

- Bachelor's degree is required with a minimum of 5+ years of progressive HR experience in a senior management role. SHRM/SPHR certification is preferred.
- Must have experience and be comfortable training at all levels of the organization.
- A demonstrated ability to work collaboratively as part of a highly motivated, energetic team.
- Excellent oral and written communication skills as well as the ability to demonstrate empathy and understanding in dealing with sensitive employee issues.
- Experienced in the practice of tactfulness, discretion and diplomacy.
- Strong computer skills essential
- Attention to detail and ability to multi-task and work well under pressure and in a fast-paced environment is required.
- Must be able to work evenings and weekends as needed.

Compensation

Compensation will be commensurate with experience. Please provide salary requirements with your application.

APPLICATION PROCESS:

Interested candidates should submit resume and cover letter in a single Word or PDF document saved as candidate's first and last name. All submissions should be emailed to HR@THESHED.ORG with "HR Director" in the subject line. Only resumes and cover letters submitted in this format will be reviewed. No phone calls, please.

The Shed is an Equal Opportunity Employer and committed to the goal of building a culturally diverse staff and strongly encourages applications from minority candidates.

Date: 8/17/2017