

## Human Resources Director

### ABOUT US

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The Wallis Annenberg Center for the Performing Arts is a dynamic cultural hub and community resource where local, national and international artists share their artistry through robust and distinctive presentations and education programs curated with both creativity and social impact in mind. The campus is a breathtaking 70,000-square-foot facility celebrating the classic and the modern and has garnered six architectural awards. The restored building features the original 1933 Beverly Hills Post Office (on the National Register of Historic Places), which serves as the theater's dramatic yet welcoming lobby, and includes the contemporary 500-seat, state-of-the-art Bram Goldsmith Theater; the 150-seat Lovelace Studio Theater and an inviting open-air plaza for family, community and other performances.

Although The Wallis will not re-open its two indoor theaters prior to September 2021 due to the current state of the Covid-19 pandemic, The Wallis team will be active and imaginative while our theaters remain closed. We will continue to provide a robust mix of compelling virtual programs, both artistic and educational, as well as opportunities for meaningful patron engagement.

Additionally, The Wallis is bolstering its co-produced and presented artistic digital offerings, which have been received by our audiences with great enthusiasm. Among numerous highlights, we are presenting a digital engagement of *Wiesenthal*, Tom Dugan's critically acclaimed one-man show that was a sold-out hit in our 2015/16 Season, and a four-part digital series featuring esteemed violinist Vijay Gupta, a MacArthur Fellow, pianist Suzana Bartal and cellist Peter Myers performing acclaimed composer Reena Esmail's Piano Trio; and major digital presentations by Wallis favorite Hershey Felder.

GRoW @ The Wallis, The Wallis education department, continues to thrive with its new virtual classrooms and wide array of programs for people of all ages, remaining an especially important source of arts education and human connection during this time of isolation. The fall sessions of its popular *Staged Stories* and *Beyond Words* programs sold out with a long waiting list in less than a day.

### ABOUT THE JOB

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The Wallis is seeking a highly-motivated, seasoned, hands-on human resources professional to join our team as Director of Human Resources to manage the day-to-day operations of the one-person HR department. Reporting to the Executive Director and CEO, this is a high level generalist position responsible for managing employee relations, recruitment, workforce planning, and compensation and benefits administration for our 50 regular employees (under normal circumstances) in addition our temporary performers and stagehands. If you have excellent people skills, meticulous attention to detail and follow-up and are passionate about the arts and the educational programs presented by The Wallis, we look forward to hearing from you.

### WHAT YOU'LL DO

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#### Employee Experience and Management

- Manage the entire life cycle of the employment experience, recruitment/hiring, on boarding, orientation, performance evaluation, disciplinary actions, wage and salary structure, pay increases, and exit interviews
- Identify and diagnose talent and organizational issues, partnering with department heads and the CEO to implement the right business and talent solutions
- Advise and coach to managers around people management, performance, and development
- Conduct investigations, provide guidance on performance conduct matters, facilitate the resolution of disputes, interpret company policy, etc.
- Develop HR strategies and administer HR policies and procedures
- Provide employee orientation, development, and training including harassment prevention training, and new hire orientation for employees

- Develop, implement and provide training for managers on performance management, new hire process and onboarding, HR overview – policies, processes and procedures, performance management, and how to write and give performance reviews
- Assure and maintain compliance with federal, state labor and employment laws

#### **Benefit Management**

- Partner with our broker to oversee annual benefit open enrollment and processing
- Oversee benefit administration including health, life, and LTD insurance, COBRA, leaves of absence (FMLA, CFRA, Pregnancy Disability, etc.), unemployment insurance, Workers Comp, and ensure prompt and accurate information is communicated to employees
- Administration of the 401k

#### **HRIS & Technical HR Management**

- Working with Finance, manage, maintain and improve the Human Resources Information System to ensure all records and personnel information is compliant and complete and employees are classified and paid correctly

#### **SKILLS & EXPERIENCE NEEDED**

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- Thorough knowledge of current federal and state employment laws and regulations including, but not limited to, Wage and Hour laws, ADA, FMLA, CFRA, OSHA, workers' compensation, I-9 requirements, COBRA, etc.
- Working knowledge of a full service HRIS in the processing of employment information (the organization utilizes Paycom)
- Strong understanding of the recruiting process, benefits administration, employee relations and other HR functions.
- Ability to work independently and provide broad based service contributing at all levels from conceptual and systemic through completion of basic administrative tasks.
- Must have well developed investigative, problem solving, and analytic abilities as well as demonstrated written and oral communication skills.
- Bachelor's degree and PHR or SPHR desired.
- 10+ years of experience working in Human Resources
- Prior experience at an arts organization desired

#### **BENEFITS**

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This is a full-time position with 100% paid medical benefits, including dental, vision and life insurance (\$25,000) for the employee, paid vacation, personal and sick days, 401k and paid parking. Complimentary tickets are occasionally available for performances and events at The Wallis.

#### **HOW TO APPLY**

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Please email your resume to [jobs@thewallis.org](mailto:jobs@thewallis.org) and include HR Director in the subject line.

#### **No phone calls please.**

The Wallis Annenberg Center for the Performing Arts is an Equal Opportunity Employer committed to diversity and encourages applicants of any age, national origin, race, ethnicity, religion, sexual orientation, political affiliation, or gender.