



POSITION: Director, Human Resources
DEPARTMENT: Human Resources
CLASSIFICATION: Permanent
LOCATION: Remote/On-site
FLSA STATUS: Full-Time/Non-Exempt
SUPERVISOR: Chief Operating Officer

Are you interested in making an impact in the non-profit cultural sector?

Are you a human resources professional seeking to apply your skills, knowledge and leadership to a dynamic and mission-driven organization?

Come join New 42!

New 42nd Street seeks a **Director, Human Resources** to manage all aspects of the employee life cycle, administration, and development for activities powered by New 42 at the New Victory Theater, New York's premier theater for kids and families and New 42 Studios, "Broadway's secret laboratory." Led by President & CEO, Russell Granet, New 42 engages a wide diversity of New York City youth, artists, educators, and audiences through the New Victory's stage presentations from around the world; award-winning education and youth employment programs; New Victory LabWorks, an incubator for new works; and, state-of-the-art studio spaces for New York City's creative community.

Responsibilities:

- Serve as a member of the senior staff team -- a trusted advisor and key business partner for internal stakeholders, providing expert advice, counsel and coaching for managers and employees in all aspects of human resources including talent acquisition, organizational planning and design, performance management, best practices and policies; oversee all matters related to compensation budgeting and direct departments accordingly.
- Serve as a key leader in helping New 42 continue to build a diverse, equitable and inclusive organization; develop strategies that diversify sources of talent and also ensure a hiring process that is equitable and inclusive; create new recruitment strategies to attract and hire professionals; take an active, participatory role in the ongoing development, implementation and oversight of these initiatives.
- Identify areas for enhancement and streamlining with human resources systems and processes, including but not limited to, payroll, applicant tracking and overall operations of the department; devise a plan and timeline for the rollout and implementation of new systems and procedures.
- Assess and revise onboarding strategy with an aim to create a welcoming, informative and thorough orientation for all new hires.
- Create and revise job descriptions; work closely with internal stakeholders to ensure job descriptions are maintained and updated as changes and promotions occur within the organization.
- Responsible for the oversight of all employee offboarding; conduct exit interviews and highlight trends in employee feedback for the executive team.
- Review, monitor and administer staff benefits plans.



- Maintain knowledge of trends, best practices, regulatory changes and new technologies in human resources, talent management and employment law.
- Cultivate professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks and participating in professional societies.
- Supervise the professional development and work of the Human Resources Associate.
- Responsible for ad-hoc and regularly occurring reporting (monthly, quarterly, annually) for internal purposes and external requirements.

Qualifications:

- Bachelor of Arts degree or equivalent combination of education and experience.
- 5 to 7 years of human resources experience, preferably in a fast-paced organization.
- Excellent organizational and time management skills; strong follow-up and follow-through skills.
- Ability to focus on details as well as big picture thinking.
- Proven experience as an advocate for diversity, equity, and inclusion, including experience incorporating the perspectives of diverse communities and constituents.
- Excellent communication skills with specific and significant experience building and maintaining relationships with people at all levels of an organization, across a diverse range of cultural, generational, ethnic, racial, educational and social backgrounds.
- Strong writing skills.
- Excellent interpersonal, negotiation and coaching skills; ability to guide and influence decision-making.
- Strong analytical and problem-solving skills.
- Demonstrated ability to navigate successfully in a multi-tasking and dynamic organization.
- Proven track record for developing an inclusive, diverse and equitable workforce and workplace, and implementing programs to support these goals.
- Knowledge and practical application of human resources disciplines including employment and labor law, employee relations, performance management, and organizational design.
- Experience working with employees covered by collective bargaining agreements, a plus.
- Technically savvy; ability to quickly understand and adapt to various computer systems and programs; familiarity working in a remote environment; strong knowledge of Google Suite applications, Microsoft Office as well as Zoom or related video conferencing applications.
- Interest and experience in the performing arts a plus

New 42 is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind: New 42 is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetic information, predisposition or carrier status, disability, age, military or veteran status, or any other status protected by applicable law.



New 42 is committed to anti-oppressive practices in all departmental business processes; we aim to prioritize and advance as an anti-racist and anti-oppressive organization.

For immediate consideration, please email your cover letter and resume to careers@new42.org. Please indicate, "**Director, Human Resources,**" in the subject line.