

PARK AVENUE
ARMORY

- i** If you are unable to complete this application due to a disability, contact this employer to ask for an accommodation or an alternative application process.

Human Resources Manager

Full Time

New York, NY, US

30+ days ago

Requisition ID: 1033

Salary Range:

\$95,000.00 To \$105,000.00 Annually

PARK AVENUE ARMORY

Part American palace, part industrial shed, Park Avenue Armory is dedicated to supporting unconventional works in the visual and performing arts that need non-traditional spaces for their full realization, enabling artists to create, students to explore and audiences to experience epic and adventurous presentations that cannot be mounted elsewhere in New York City. Park Avenue Armory provides opportunities for employees to enrich and develop their love of the arts while contributing their specific skills, expertise, and talents. www.armoryonpark.org (<http://www.armoryonpark.org>)

THE POSITION

Reporting to the Chief Financial Officer, the Human Resources Manager oversees and administers the day-to-day HR functions, including recruitment, onboarding, benefits administration, performance management, employee relations, policy development, recordkeeping, and the HRIS system (ADP Workforce Now) and processes.

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Due to the nature of this role and interaction with staff across the organization, this is a fully on-site role.

KEY RESPONSIBILITIES

- Manage all HR functions including hiring, open enrollment, onboarding, exit interviews, benefits, and management of HRIS (ADP Workforce Now).
- Manage recruiting efforts across departments to ensure adherence to goals and priorities, consistent and best practices, and compliance with policies and laws.
- Collaborate with hiring managers to execute the recruitment process for full-time, part-time, and temporary employees.
- Consult with staff across departments to define key competencies for each position and develop or revise position descriptions and requirements.
- Manage employee medical issues and leaves, including FMLA, accommodations, work-related injuries, etc.
- Maintain and revise job descriptions, post job opportunities, conduct screenings and interviews, verify references, and extend job offers
- Provide proactive coaching, employee assistance, and other support.
- Manage employee relations, including investigation, documentation, counseling, and disciplinary actions
- Oversee and regularly review employee benefits program, and coordinate with finance team on planning and implementing new plans and plan changes.
- Serve as a resource to staff for access to accurate and timely information about their benefits and other benefits questions.
- Work closely with the finance team to maximize resources, manage budgets, review and update eligibility, and monitor compliance.
- Ensure that the Armory is in compliance with all applicable local, state, and federal regulations pertaining to employment and related issues.
- Ensure that departmental records are accurately maintained and that necessary reports are presented in a timely manner.

SKILLS & QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential function to a high professional standard. The requirements listed below are representative of the knowledge, skill, and/or ability required.

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- Proven ability to oversee a full range of generalist human resources functions (compensation, benefits, training and development, recruitment, employee relations, DEI).
- Hands-on work style, self-directed, and highly motivated.
- Sound judgment, professionalism, and discretion in handling confidential information and sensitive matters.
- Knowledge of federal, state, and local employment, wage, and salary laws and regulations.
- Proven excellence in organizational skills, time management, attention to detail, and ability to synthesize information and feedback.
- Demonstrated ability to take initiative, adapt to changing priorities, and proactively manage multiple projects with concurrent deadlines.
- Excellent interpersonal and communication skills (verbal and written)
- Strong proficiency in Microsoft Office suite (Outlook, Word, Excel, and PowerPoint) and ADP Workforce Now.

EDUCATION & EXPERIENCE

- 5+ years of experience in HR Specialist, HR Generalist, or HR Manager roles, preferably in a not-for-profit organization (ideally in a fast-paced performing arts or other cultural arts setting).
- An undergraduate degree in a related field is preferred or the equivalent combination of experience sufficient to successfully perform essential functions of the job.

COMMITMENT TO DIVERSITY, EQUITY & INCLUSION

Research shows that women and people from traditionally excluded groups often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that someone meets 100% of the qualifications for a role. If much of this job posting describes you, then please apply for this role.

Park Avenue Armory provides equal opportunity to all employees and applicants for employment without regard to race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, mental or physical disability, pregnancy, alienage or citizenship status, marital status or domestic partner status, genetic information, genetic predisposition or carrier status, gender identity, HIV status, military status and any other category protected by law in all employment decisions, including but not limited to recruitment, hiring,

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compensation, training and apprenticeship, promotion, upgrading, demotion, downgrading, transfer, lay-off and termination, and all other terms and conditions of employment.

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