

EAST BAY CENTER FOR THE PERFORMING ARTS

Job Announcement Part Time Human Resource Officer

Summary of Opportunity: East Bay Center for the Performing Arts in Richmond, California (The Center) seeks a talented colleague to provide human resource support for a non-profit cultural Center with approximately 24 full time and 50 part time employees and a budget under \$3 million dollars.

Our Mission: East Bay Center for the Performing Arts, founded in 1968 in Richmond, California, engages youth and young adults in imagining and creating new worlds for themselves and new visions for their communities through the inspiration and discipline of rigorous training in world performance traditions.

What We Do

We offer diverse youth and young adults opportunities to grow and excel as learners, creators of art, and contributors to their communities. We provide broad and strategic community-based and public school performing arts access programs; rigorous individual and ensemble training; an intensive six-year, interdisciplinary diploma program; advanced internships; and commissions for new works of art. Our students, partners, and audiences deepen their experience and engagement with the life-affirming and community-building impact of music, theater, dance, and media-making from a selection of world cultures reflective of the community. Rooted in principles of youth development and community development as well as proven traditions of the arts and culture field, the Center is a trusted anchor institution for place-based action, optimism, and collaboration among diverse members of a complex community.

Position Description and Reporting:

The **Human Resource Officer (HRO)** reports to the Managing Director. The successful candidate will provide HR expertise, guidance and support in a wide variety of HR functions including hiring, onboarding, policy development and implementation of employee relations, training, and disciplinary actions including internal investigations. The HRO works closely with the Center Leadership in executing a performance management system and training supervising staff. The position provides consultation services regarding all regulatory compliance.

Essential Job Functions:

- Recommends refinements to current personnel policy manual and practices to ensure compliance with all state and federal and local employment regulations, provides HR Policy guidance and interpretation;
- Creates and ensures hiring and on-boarding system include review of appropriate new hire paperwork.
- Develop and conduct management and compliance training for faculty and staff.
- Implements a consistent progressive discipline program. Conducts internal investigations and makes recommends to appropriate disciplinary actions including terminations.
- Provides guidance regarding compensation and hiring practices.
- Works closely with leadership to create an inclusive environment to a culturally diverse workplace and community.
- Recommends seeking guidance from counsel when appropriate.



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- Maintains and updates job descriptions for all positions; assist leadership in preparing job descriptions as required.
- May support in benefits administration and communication.
- Develop and maintain standardized personnel files

Requisite Knowledge, Skills, and Abilities

- Thorough knowledge of human resources practices, principles, and procedures including: Pay, Employment Classifications, Compliance and EEO, Wage/Hour, FMLA and other federal and state regulations, Workers Compensation, etc.
- Excellent consulting skills, conflict management skills, and interpersonal skills
- Strong verbal and written communication skills

Education and Training

Minimum 5 years of HR generalist experience, Bachelor's degree in business or related field. SPHR/PHR certification strongly preferred

Work Schedule: Customary Work Hours: 10-15 hours per week. Customary Work Days: Monday-Friday, evenings and weekends as required. Status: Part time, non-exempt.

Salary and Benefits: Competitive depending on the candidate's experience and qualifications.

Application Process: Applicants should email their resumes and cover letters describing their qualifications and interest to Ruthie.dineen@eastbaycenter.org. Please reference **Human Resource Officer**

Additional Information:

Please See Center website: eastbaycenter.org



Developing Young Artists
Re-Imagining the World

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