



## **Organizational Position Description**

**Position Title: Assistant Director of Human Resources and Operations**

### **GENERAL INFORMATION**

**Department: Finance and Administration**

**Title of Immediate Supervisor: President & CEO and Interim CFO**

**Salary Range: \$70,000- \$75,000 per year**

**Hours: Full time, Exempt. 40 hrs per week Mon- Fri with additional hours as needed. Hybrid schedule, with two days in the office.**

**Best Consideration Date: March 12, 2023**

**Closing Date: Position open until filled.**

### **POSITION INFORMATION**

#### **Position Summary/Purpose:**

Washington Performing Arts is seeking an experienced and versatile Assistant Director of Human Resources and Operations to join the Washington Performing Arts team. The ideal candidate for this position will be a self-starter with solid project management skills, possess initiative, have outstanding time management skills, and be able to manage multiple priorities simultaneously in a fast-paced environment. A demonstrated commitment to the values of equity, diversity, inclusion, and belonging, are essential. In addition, the Assistant Director of Human Resources and Operations will have excellent oral and written communication skills, be able to maintain a high level of confidentiality, and must have intermediate experience utilizing Excel spreadsheets to perform pay calculations and other HR or Operational analytics. We are seeking someone who is empathetic, a strong team player, and enjoys supporting, training, and helping the staff on HR and Operational matters.

The Assistant Director of Human Resources and Operations will be responsible for providing the day-to-day leadership, oversight and hands-on execution of Washington Performing Arts HR policies, processes, procedures, compensation and benefits management. In addition, this position will manage payroll processing for a staff of approximately 25-30 employees, and also oversee the office administration and IT functions for the organization. Qualifications include a minimum of 4-7 years experience administering HR, payroll, and office and IT management. As a key stakeholder in the Washington Performing Arts team, the Assistant Director of Human Resources & Operations will work with the staff and Management Team to mobilize equitable recruiting/hiring/onboarding for staff and interns, as well as organizational training for professional development and policy compliance. In addition, they will advance HR and Operational organizational initiatives that improve communication and collaboration, along with developing efficiencies that maximize productivity.

## Organizational Position Description

### **Essential Duty #1: Human Resources Management**

**Percentage: 50%**

- Develop, document, and deploy human resources practices as related to hiring, onboarding/offboarding, payroll, employee records and other personnel functions within which are embedded in the principles of equity, diversity, and inclusion.
- Serve as primary human resources/personnel point of contact for Washington Performing Arts employees.
- Partner with employee benefits providers; ensure ongoing communication with staff and providers as needed. Administer benefits for the organization including health, dental, and vision insurance, HSA and FSA accounts, employee monthly parking pass or Metro SmartBenefits, Life & AD&D and Long Term Disability Insurance, Employee Assistance Program, Aflac insurance policies, and 403B and Roth retirement plans, etc.
- Notify staff of all human resources matters; early closure, open enrollment, benefits, and employment legal changes, etc.
- Manage organizational employee hiring, onboarding (including checklists and a suite of introductory materials and meetings) and offboarding processes, making recommendations for process improvements as necessary.
- Active research of best practices of diversity, equity, inclusion, acceptance, and belonging trends, recommending implementation as needed.
- Be a partner to the Manager of the Office of the President & CEO on DEIAB trainings and also with identifying professional development opportunities for staff.
- Serve as lead for organizational annual performance review and development process.
- Ensure compliance with federal and local human resources/personnel laws; remaining current with emerging/evolving standards and trends in the field of human resources.
- Work with the leadership/Management team to periodically update Washington Performing Arts employee handbook and statement of employee benefits; develop new HR policies and forms as needed.
- Attend job fairs and other events as the human resources representative of Washington Performing Arts.
- Ensure position descriptions are properly documented and maintained for compensation benchmarking, accountability, and compliance.
- Coordinate the recruiting process for new employees, including assisting in developing job postings, the advertising of positions, reviewing resumes and application documents, arranging and assisting with interviews, and communications with applicants.
- Managing training to ensure a welcoming and safe organizational culture, and maintaining documentation to ensure compliance with critical risk areas such as sexual harassment/discrimination, and safety and welfare.
- Managing and maintaining all employee documentation, including employee offer letters and contracts and records, performance development plans, requested leave of absences, and written documentation of warnings.
- Update Organizational Chart and Contact List as needed.

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#### **Essential Duty #2: Payroll Processing & Administration**

**Percentage: 15%**

- Process payroll on a semi-monthly basis for a staff of 25-30 employees.
- Update payroll benefits deductions for employees as needed.
- Calculate partial pay calculations for new or departing employees, and if applicable, calculate vacation payouts using Excel and enter data into the Paylocity payroll system.
- Collect hourly timesheets, signatures, and calculate overtime pay calculations.
- Setup new hires on the Paylocity payroll system.
- Utilizing the Paylocity payroll/ HRIS system, track time off accruals and requests.
- Ensure that staff know how to download electronic paystubs or W2s, and coordinate mailing of paper W2s to employees.

#### **Essential Duty #3: Office Administration Management and Information Technology**

**Percentage: 10%**

- Act as liaison to the IT contractor; maintain office IT equipment inventory list and periodically identify and assess staff's IT needs.
- With Staff and Management Team and IT contractor, evaluate adoption of new software or systems
- Manage contracts and price negotiation with office vendors and service providers (copier, phone/ Internet, postage machine/ envelope folder machine, shredding/ storage services.) Act as the main contact person for these vendors and research services as needed.
- Cross-training in specific operational matters between the Manager of the Office of the President & CEO and act as the backup (fob, keys, emergency preparedness procedures, office property liaison.)

#### **Essential Duty #4: Licensing for Organization and Business Insurance**

**Percentage: 10%**

- Maintain business licenses for the organization and other governmental licensing such as sales tax exemption certificate, DCRA biennial report for business and professional licensing, etc.
- Act as the main liaison with the organization's business insurance broker.
- Review and assess current business insurance policies (D&O, General Liability, Professional, Liquor Liability, Cyber, Workers Comp, etc.) and facilitate policy renewals.
- Perform yearly Workers Compensation audit and Cyber Insurance audit.
- Steer the acquisition of new business insurance coverage for the organization as needed.

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#### **Essential Duty #5: Assist Finance/ Accounting Team with Accounting Tasks Percentage: 15%**

- Deposit check deposits utilizing in-office check scanner. Provide Advancement and Finance teams with check deposits log and save appropriate backup for finance records.
- Cut and mail paper checks for vendors from the Intacct accounting system, and enter in check records into Positive Pay with Wells Fargo.
- Download postage reports from the mail machine and scan over business reply mail to the Controller.
- Maintain benefits vendors' invoices, update allocation spreadsheets, and submit them for payment in the Intacct accounting system.
- Calculate and submit employer contributions to the 403B retirement plan on a quarterly basis using Excel.
- Complete annual Form 5500 questionnaire for the 403B plan.
- Compile salaries and benefits budgeting reports.
- Compile demographics and salaries reports for grant proposals.

**Supervisory Responsibility:** N/A  
**Number of Direct Reports:** N/A  
**Names and Functional Titles of Direct Reports:** N/A

#### **Minimum Qualifications:**

- Bachelor's Degree in Human Resources or Business Management.
- 4-7 year minimum experience in Human Resources and Payroll Processing.
- Intermediate to Advanced experience using Excel to perform calculations and analysis.
- Outstanding organizational and multi-tasking skills, with proven track record of meeting deadlines.
- Proven track record of successful project and process management, independence, personal initiative, and follow through.
- Excellent written and verbal communication skills.
- Advanced knowledge of Microsoft Office Suite programs, Google Suite or other business applications.
- Adept at learning new software programs and general IT knowledge.
- Adept at utilizing video conferencing software such as Zoom.
- Ability to analyze and compare contracts and services for vendors.

#### **Essential Capabilities & Preferences**

- Non-profit experience highly desirable.
- SHRM certified or PHR certified or working towards a SHRM or PHR certification.
- Familiarity with DC Employment laws.
- A passion and interest in the performing arts.



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### **Specific Conditions of Work**

- General office environment
- Ability to lift 20 lbs. from time to time.
- Hybrid work schedule- 2 days minimum in the DC office.
- Adherence to all federal, local, and site specific COVID-19 measures when in person.
- Completion of a satisfactory criminal background check at the time of employment offer.

**COVID-19 Vaccination Requirement:** If you are selected for this job, you must be fully vaccinated against COVID-19, except when vaccination is not medically advised or it violates your sincerely held religious beliefs. If you are invited to join our team, you must submit proof that you are fully vaccinated against COVID-19 to the Washington Performing Arts' HR representative, or you must request an accommodation from the HR representative. New employees must either provide proof of vaccination or be granted a medical or religious exemption before working with Washington Performing Arts. Accommodations will be granted where they permit employees to perform the essential functions of their jobs and/ or do not cause Washington Performing Arts undue hardship or pose a direct threat to the health and safety of others.

### **Benefits:**

This position is eligible for full-time employee benefits. Washington Performing Arts offers a generous benefits package which includes employer paid contributions to Health, Dental, Life & Long-Term Disability Insurance, 403(b) Retirement Savings plan, and paid Holiday, Vacation, Sick, and Personal time off.

### **How to Apply:**

- Send cover letter and resume (in attachment format) to [hr@washingtonperformingarts.org](mailto:hr@washingtonperformingarts.org) with position title in subject line.
- For best consideration, please send applications by **March 12, 2023.**

***Please note: Applications without a cover letter will not be considered.***

### **About Washington Performing Arts:**

One of the most established and honored performing arts institutions in America, Washington Performing Arts has engaged for more than half a century with artists, audiences, students, and civic life. The city is truly our stage: for decades, in venues ranging from concert halls and clubs to public parks, we have presented a tremendous range of artists and art forms, from the most distinguished symphony orchestras to both renowned and emerging artists in classical music, jazz, international genres, and more. We also have an ever-expanding artistic and educational presence on the internet, envisioning ongoing opportunities for online connection and community.

Washington Performing Arts deeply values its partnerships with local organizations and other arts institutions. Through events online and in myriad performance venues and neighborhoods, we engage international visiting artists in community programs and introduce local artists to



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wider audiences. We place a premium on establishing artists as a continuing presence in the lives of both young people and adults through residencies and education programs. Our achievements have been recognized with a National Medal of Arts and with three Mayor's Arts Awards from the DC Government. We have now embarked upon our second half-century, ever inspired by the motto of our founder, Patrick Hayes: "Everybody in, nobody out."

### **Organizational Diversity & Inclusion:**

Washington Performing Arts is committed to diversity, equity, inclusion, and access in all aspects of our work. In keeping with our mission and guiding principles, we seek, represent, and welcome a multiplicity of voices in everything we do from programmatic content to composition of our board and staff. Accordingly, we seek to build a team that reflects — and meets the needs of — the community we are part of and serve. While we have made important progress, we continue to pursue that goal through intentional, focused learning and action. Hiring a diverse workforce is but one component — we strive to make Washington Performing Arts ever more inclusive, and true to our founder's ethos of "everybody in, nobody out." To gain the maximum benefit from our increasingly diverse team, we wish to make every employee feel welcome and motivated to do their best work. We know that we work better together in service of Washington Performing Arts's mission, because of our differences, not despite them.

### **Equal Employment Opportunity Statement:**

Washington Performing Arts subscribes to a policy of Equal Employment Opportunity, and will not discriminate against any employee or applicant because of race, age, sex, color, sexual orientation, physical or mental disability, protected veteran status, religion, ancestry or national origin, marital status, genetic information, political affiliation, and gender identity or expression. In addition, the District of Columbia adds protection for marital status, personal appearance, sexual orientation, family responsibilities, matriculation, or political affiliation. Minorities, Women, Protected Veterans and Individuals with Disabilities are encouraged to apply. Washington Performing Arts' employment decisions are made based on the business needs of the organization and qualifications of the applicants and employees.