



Museum of the City of New York

Human Resources Director

The Museum of the City of New York celebrates and interprets the city, educating the public about its distinctive character, especially its heritage of diversity, opportunity, and perpetual transformation. Founded in 1923 as a private, nonprofit corporation, the Museum connects the past, present, and future of New York City. It serves the people of New York and visitors from around the world through exhibitions, school and public programs, publications, and collections.

The Museum of the City of New York seeks a proactive, authentic HR leader with the ability to manage both high-level process and ground level work. The ideal person for this position is an emotionally intelligent thought partner and systems thinker with strong interpersonal ability needed to work collaboratively and effectively in a diverse and inclusive environment. Reporting to the COO and CFO, the HR Director is expected to lead by example and nurture and enhance the Museum's values driven culture through strategic partnership, discretion, and integrity.

The annual salary range for the position is \$85,000- 95,000

Essential responsibilities include, but are not limited to, the following:

Human Resources Administration and Strategic Management

- Conduct annual review of policies and procedures and make recommendations for updates to the COO, President, and Board of Directors.
- Recommend new approaches, policies, and procedures to effect continual improvements in efficiency and services performed.
- Participate in departmental meetings, strategy sessions, and activities.
- Monitor and ensure compliance with all federal, state, and local employment laws, revising policies and procedures, and producing compliance reports as appropriate.

Culture and Employee/Labor Relations

- Serve as HR contact for all employees; proactively engage employees to improve working relationships, build morale, and increase productivity and retention; communicate openly and frequently
- Manage and resolve employee relations issues through analysis of performance, counseling, and coaching to identify and address work related issues
- Exhibit understanding, sensitivity and responsiveness to cultural differences present in the Museum's employee population.
- Co-lead IDEA (Inclusion Diversity, Equity, and Accessibility) Committee, to advance the institution's IDEA goals; and implement policies and programs based on IDEA principles.
- Represent the Museum in union contract negotiations, grievance/arbitration hearings, and other related meetings
- Liaise with union shop steward and representation on all union-related matters, including benefits, leave time, differentials, quality of work life issues, etc.

- Oversee employee events and appreciation activities such as social events, group activities, tracking anniversaries, birthdays, and other milestones.

Workforce Planning and Recruitment

- Partner with department heads to facilitate full cycle recruitment and hiring processes including job analysis, job descriptions, job posting, screening and selection.
- Conduct onboarding and complete new hire processes, including orientation and training.
- Coordinate internship program in collaboration with department heads.
- Manage and conduct offboarding, including conducting exit interviews.

Compensation and Benefits

- Process bi-weekly and semi-monthly payroll for union and non-union employees ensuring that all employees are paid accurately, on time, and in accordance with federal, state, and local regulations, and company procedures.
- Work closely with the CFO to ensure that the Museum's benefits package remains effective and competitive in terms of benefit design while at the same time containing costs.
- Coordinate with the CFO and Finance Department, to generate the appropriate payroll, health insurance, and other finance-related reports as needed.
- Administer, communicate, and assist staff with all benefit related inquiries.

Compliance

- Maintain personnel files, salary history, and benefits data that responds to internal needs and that meets external reporting requirements.
- Manages all employee data, leave time, compensation issues, benefits administrations, COBRA, FMLA, and workers compensation, and maintain effective security to ensure strict confidentiality of personnel records.
- Manage employee data in HRIS for accurate EEO-1 and ACA reporting.
- Ensure compliance with all federal, state, and local regulations including compliance posters, time and attendance, recordkeeping, and HR business practices.

Health and Safety

- Partner with COO and other departments to maintain policies and procedures concerning workplace safety.
- Ensure compliance with all federal, state, and local health and safety regulations including training, OSHA recordkeeping, and reporting.

Learning and Development/Performance Management

- Assess organizational needs; identify and support opportunities for management and employee professional development and growth; work to identify personnel challenges, talent gaps, or training needs and develop solutions to address them.
- Oversee performance management activities including ongoing feedback, documentation of performance issues, annual performance evaluations, and performance improvement plans; collaborate with managers to develop and implement new performance management approaches.
- Provide performance management guidance to supervisors, and support them in carrying out their

- responsibilities on personnel matters (conflict resolution, coaching, mentoring).
- Facilitate training and manage learning management system (LMS).

Qualifications

- Bachelor's Degree in Human Resources or related field required. Master's Degree in Human Resources Management preferred.
- A minimum of 5 years of experience working as an Human Resources Generalist or higher, with a museum or non-profit background highly preferred.
- Experience working with union staff highly preferred.
- Experience processing payroll preferred.
- SHRM Certified Professional (SHRM-CP) or HRCI Professional in HR (PHR) preferred.
- Strong HR expertise, business acumen, and project management skills.
- Strong written, organizational, and inter-personal skills with the ability to build relationships at all levels in the organization.
- Ability to handle sensitive and confidential information in a discrete and professional manner and maintain confidential information where required.
- Excellent computer skills including proficiency with MS Office and extensive knowledge of HRIS, PEO, LMS, and ATS systems.
- Experience working with external vendors, and a variety of populations within the institution.
- Ability to work as a team player and autonomously with strong attention to detail and analytical ability.

Working Environment/Physical requirements

While performing the essential functions of the job, the manager typically works in an office environment and uses a computer, telephone, and other office equipment as needed to perform duties. The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend, or lift up to 20 pounds. The position requires mental acuity, and capacity to manage high stress and emotion. In accordance with applicable law, all employees must be fully vaccinated against COVID-19. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

BENEFITS

The position offers a competitive benefits package including medical, dental, vision, FSA, HSA, life insurance, 401K and pension plan, short and long-term disability. Voluntary critical illness, accident insurance, legal services, pet insurance, and Employee Assistance Program. The Museum has a generous paid time off policy including 12 sick days per year, vacation, and 12 holidays. Your employment relationship with the Museum qualifies you for free or discounted admissions to other participating cultural institutions.

HOW TO APPLY

Please email your resume and cover letter in pdf format to the Museum of the City of New York Attention: Human Resources Department to jobs@mcny.org. To be considered, please include **Director of Human Resources** within the subject line of your email.

The Museum of the City of New York is committed to fostering a collaborative and respectful work environment with a staff as diverse as New York City and the audiences who are curious about learning more about its history and engaging in contemporary urban issues.

The Museum of the City of New York is an equal opportunity employer. As such, the Museum provides equal employment opportunity for all employees and applicants without unlawful discrimination with respect to age, citizenship status, color, creed, disability, ethnicity, gender identification or expression, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race (including traits historically associated with race, such as hair texture and style), religion (including attire, clothing or facial hair worn in accordance with religious requirements), sex (including pregnancy, childbirth or related medical conditions and transgender status), sexual orientation, socio-economic status, geographic location, philosophies, or any other classification protected by federal, state or local laws, in all employment decisions, including but not limited to recruitment, hiring, training, compensation, promotion, demotion, transfer, lay-off, and termination, and all other terms and conditions of employment. The Museum complies with applicable state and local law governing nondiscrimination in employment which prohibits discrimination and harassment against any employees, applicants for employment or interns, as well as contractors, subcontractors, vendors, consultants, other individuals providing services in the workplace or their employees in every location in which the Museum has facilities.