

# THE BRONX MUSEUM

## FULL JOB DESCRIPTION

<b>Position Title:</b>	People and Culture Manager (Human Resources)
<b>Position Type:</b>	Part-Time, 28 hours/4 day a week
<b>Union Status:</b>	Non - union
<b>FLSA Status:</b>	Exempt
<b>Compensation:</b>	\$35-\$40/hour
<b>Benefits:</b>	This position offers a health benefits package
<b>Location:</b>	Hybrid eligible
<b>Reports to:</b>	Deputy Director

### **Mission of The Bronx Museum of the Arts**

The Bronx Museum of the Arts is a contemporary art museum that connects diverse audiences of the Bronx to the urban experience through its Permanent Collection, Exhibitions, and Education programs. Reflecting the borough's dynamic communities, the Museum is the crossroad where artists, local residents, national and international visitors meet.

Since its inception in 1971, the Bronx Museum has prioritized serving the culturally diverse communities in which it was founded. Always free and open to the public—so there are no barriers to access—the Museum's contemporary art programming expresses the borough's tremendous cultural and community wealth, striving to be an open, inclusive, and equitable place where all feel welcome.

The Bronx Museum is committed to diversity, equity, and inclusion as core values. As an institution, we:

- Appreciate and leverage our broad and distinct differences, and involve and reflect the communities we serve;
- Align our policies, practices, and resources that eliminate barriers so that people of all races, cultures, socioeconomic status, and perspectives have genuine opportunities to contribute and thrive; and
- Create an environment in which everyone feels valued and respected.

# THE BRONX MUSEUM

## **Position Description**

The part-time People and Culture Manager will lead and direct the functions of the People and Culture (Human Resources or HR) department including hiring and interviewing staff, administering pay, benefits and leave, nurturing talent within an inclusive environment, communicating openly and frequently, and enforcing company policies and practices in a union work culture.

## *Supervisory Responsibilities*

- Oversees the daily workflow of the HR Department
- Recruits, interviews, hires, and trains new staff in the department
- Provides constructive and timely performance evaluations
- Handles discipline and termination of employees in accordance with company policy

## *Duties/Responsibilities*

General Culture & HR duties include:

- Serves as the HR contact for all employees; proactively engage employees to improve working relationships
- Monitors and maintains compliance with federal, state, and local employment laws and regulations
- Reviews, communicates, and updates, as needed, Museum policies and employee handbooks and procedures
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources and talent management
- Maintains knowledge of union contracts and ensures compliance, and liaise with Union
- Provides support and guidance to management, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations
- Oversees employee disciplinary meetings, terminations, and investigations

Recruiting and Talent Management responsibilities include:

- Partner with leadership and hiring managers to understand and execute the Museum's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning
- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent
- Manages all aspects of the talent acquisition process, to include job postings and recruitment, screening resumes, interviewing, initiating background and reference

# THE BRONX MUSEUM

checks, hiring and onboarding of qualified job applicants; collaborates with departmental managers to understand skills and competencies required for openings

- Oversee and streamline internal annual review process; audit employee performance reviews and coordinate follow up with individuals
- Creates learning and development programs and initiatives that provide internal development opportunities for employees
- Reviews and proposes employee benefits, and assists in benefit communication and administration
- Maintains active and inactive employee files
- Performs other duties as assigned

## **Required Skills/Abilities**

- Thorough knowledge of employment-related laws and regulations
- Excellent verbal and written communication skills
- Excellent interpersonal, negotiation, and conflict resolution skills
- Excellent organizational skills and attention to detail
- Strong analytical and problem-solving skills
- Ability to prioritize tasks and to delegate them when appropriate
- Ability to act with integrity, professionalism, and confidentiality
- Proficient with Microsoft Office Suite or related software
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems
- Experience working with union staff
- Museum or Non-Profit background, preferred

## **Education and Experience**

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- A minimum of three years of human resource management experience preferred.
- SHRM-CP or SHRM-SCP highly desired.

## **Cultural Commitment**

- Acts as an example to employees: mentoring and coaching junior staff
- Supports the Museum's vision and goals both externally and internally
- Commits to fostering, cultivating, and preserving a culture of diversity, equity and inclusion, while incorporating respectful communication, teamwork, and employee participation

# THE BRONX MUSEUM

## Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift 15 pounds at times.
- Must be able to access and navigate each department at the organization's facilities

## To Apply

Please email a resume and cover letter to [humanresources@bronxmuseum.org](mailto:humanresources@bronxmuseum.org) and include **"People and Culture Manager"** in the subject line.

Selected applications will be contacted. Due to the high volume of resumes we receive, we will not be able to respond to phone calls or emails regarding the status of applications.

The Bronx Museum of the Arts is an equal opportunity employer.