

PAPER MILL PLAYHOUSE

Human Resources Manager

Status: Full Time/Benefits Eligible/Exempt

Reports to: Director of Finance and Administration

Oversees: Benefits Coordinator

About Paper Mill Playhouse

Founded in 1934, Paper Mill Playhouse has been a cherished New Jersey arts institution for more than 80 years. Paper Mill brings new American Musical Theater to life, with a national reputation that continues to grow. Collaboration with other regional theaters and leading independent producers brings over 200,000 New Jersey audience members annually the best in musical theater, from celebrated revivals to groundbreaking new works. In 2016, Paper Mill received the Regional Theatre Tony award in recognition of its contribution to the national field, the industry's highest honor.

Paper Mill Playhouse facilities include a 1,150 seat theatre with attendant backstage dressing rooms, offices, and production support areas; front-of-house lobbies with bars, concessions and restroom facilities; an 80 seat restaurant; a small house with two apartments; 2,500 square feet of education studios; three parking lots and grounds.

Position Overview

The Human Resources Manager will oversee the daily functions of HR at Paper Mill Playhouse. This includes hiring and onboarding processes, new employee orientation, the process of annual review processes and employee resolution needs. Key responsibilities include benefits administration (working with a Benefits Coordinator), employee policies, wellness, workers compensation, and overseeing employee's tenure from hire date to exit interview in compliance with federal, state, and local employment laws and regulations.

Essential Functions

- Oversee the PMP onboarding process for all new hires to ensure everyone is informed of company policy, rules, and procedures in addition to making sure new employees are welcomed to our company and well-versed in the organization's standards and practices before embarking on their new roles.
- Provide recruitment support for all departments including finalizing job descriptions, managing job postings, and implementing equity-centered recruiting and hiring practices and procedures.
- Update, maintain and distribute employee orientation and employee handbook and serve as the resource for PMP staff, crew, fellows and guest artists in understanding compensation and benefits.
- Oversee and ensure compliance with the annual employee performance review process including updating and monitoring the company's wage and salary structure.
- Protect the interests of employees and the company in accordance with PMP's Human Resources policies and governmental laws and regulations.
- Schedule and conduct exit interviews for full-time employees leaving the organization.
- Investigate, track and implement corrective action to resolve reported employee relations issues and advising supervisors about the steps in a progressive corrective process, workplace harassment, and anti-racism.
- Administer and oversee health and retirement benefits plans, including all related required reporting, and calculations of and payments, including employee payroll contributions, to related union benefit plans.
- Administer and oversee workers compensation, disability, and employee leave programs and claims.

- Conduct presentations and training sessions for all Paper Mill staff to ensure the very best in operational practices and that each employee has the training and resources to thrive.
- Maintain responsibility for Paper Mill's compliance with federal, state, and local legislation pertaining to all personnel matters.
- Be cross trained to act as a cover when the payroll processor is out of the office. Research payroll discrepancies and assist employees with questions.
- Responsible for EEO, OSHA, 5500 and any other related government or agency reporting as necessary.
- Perform other tasks usual and necessary to keep the theater administration operating smoothly and efficiently.
- Strengthening internal communications among staff at all levels throughout the organization.
- Active participation and shared leadership in PMP's Equity, Diversity, and Inclusion work.
- Collaboration on staff relations including communication, appreciation, and retention efforts.
- Other responsibilities as assigned.

Required Experience

- Knowledge of ADP Workforce Now.
- Experience in both union and non-union work forces.
- Ability to establish and maintain rapport with staff, faculty, external customers, and guests in an academic and professional environment and ideally experience working with union.
- Thorough knowledge of federal and state labor laws.
- Knowledge and understanding of the issues surrounding access, equity, diversity, inclusion, implicit bias, and institutional racism; ability and experience developing and implementing strategies to identify and define complex equity and inclusion issues.
- High levels of professionalism, interpersonal skills, discretion/confidentiality, good judgment and influencing skills with personal integrity and the ability to inspire confidence and trust.

Additional Eligibility Qualifications

- Positive attitude, strong work ethic, team member, and sense of humor.
- Proficient public speaker.
- Professional HR Certification preferred: PHR, SPHR, SHRM-CP or SHRM-SCP.
- Highly developed customer service skills with the ability to establish and maintain rapport with internal and external contacts.

Salary Range: \$70,000-\$80,000

Benefits

- Comprehensive insurance coverage (medical, dental, vision, life, disability).
- Generous paid time off.
- 403b retirement savings account with a company match of up to 3%.
- Access to various dress rehearsals, performances, educational events, and professional development opportunities.

Apply

Paper Mill Playhouse is committed to hiring individuals of diverse backgrounds. We strive to provide our staff with a nurturing and inclusive environment, equal for all employees and optimal for their success. Paper Mill celebrates diversity and believes it enriches our work environment and the work on our stage.

Send cover letter and resume to recruiting@papermill.org with subject line: Human Resources Manager. No phone calls, please.

Our Mission

Paper Mill Playhouse entertains, inspires, and enriches lives. As the nation's premier musical theater, we foster a creative environment to advance the art form, educate students, develop future theater lovers, nurture inclusion, and provide access for all.

Paper Mill Playhouse is an **Equal Opportunity Employer** where the spirit of inclusion feeds into everything we do. We are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates. We strive to create opportunities, access, resources, and rewards that are available to and benefit everyone. *Paper Mill Playhouse* is committed to equal employment opportunity regardless of race, color, ethnicity, ancestry, religion, creed, sex, national origin, sexual orientation, age, citizenship status, marital status, disability, gender identity, gender expression, and Veteran status.