

# ALONZO KING LINES BALLET

**Title:** Human Resource Manager

**Location:** Hybrid (offices are headquartered in San Francisco)

**Type:** Full time

**Employment Status:** Exempt

**Reports to:** Executive Director

**Direct Reports:** Human Resource Generalist

**Salary:** \$90k - \$110k

## ABOUT ALONZO KING LINES BALLET

Join an internationally acclaimed arts organization at a pivotal time in its growth. Celebrating 40 years, Alonzo King LINES Ballet is part of the cultural fabric of San Francisco and known around the globe for its impact on shaping the future of ballet and dance education. Founded by visionary choreographer Alonzo King, the organization has been recognized for its world-premiere performances featuring unique collaborations and transformative education programs that nurture creativity, self-discovery, empathy, and risk-taking.

We accomplish our mission by:

- Supporting visionary choreographer Alonzo King in creating works of illuminating beauty and sharing them with audiences around the world.
- Cultivating the gifts of developing dancers through our educational programs.
- Offering outreach activities to a variety of communities, both locally and nationally.

The organization's annual budget is \$6 million and growing, of which \$4.2 million is paid toward compensation, payroll taxes, employee benefits and insurance. The organization is staffed with approximately 140 exempt and non-exempt individuals including artistic directors, dancers, program staff, teachers, accompanists, choreographers, and administration.

## POSITION SUMMARY

Reporting to the Executive Director (ED), the Human Resource Manager (HR) is the sole human resources practitioner in the organization. They will collaborate with senior leadership and work with employees at all levels to understand and execute the organization's human resource goals, strategy and compliance needs related to staffing, recruiting, retention and succession planning. This includes creation and administration of human resource policies and programs including, but not limited to compensation, benefits and leave; performance and talent management; productivity, recognition and morale; occupational health and safety; training and career development; disciplinary matters; disputes and investigations. Partner with the ED to constantly evolve and execute AKLB's DEI strategy.

## ESSENTIAL DUTIES & RESPONSIBILITIES

*May 5, 2023*

# ALONZO KING LINES BALLET

- Promotes an organizational culture that fosters cooperation, open and frequent communication, teamwork, trust, and striving towards a common organizational vision. Develop and foster an environment to maximize employer growth and retention.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to policy, practice, and resources at AKLB.
- Optimize HR processes and systems to ensure they are easy to access and navigate.
- Manages HR Generalist (including payroll and benefits administration)

## Staffing and recruiting

- Identifies staffing and recruiting needs to support AKLB's growth.
- Manages the talent acquisition process which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt and professional roles; collaborates with departmental managers to understand skills and competencies required for openings.
- Provide interviewer training and anti-bias best practices to hiring managers.

## Retention

- Facilitates professional development, training, and certification activities for HR staff.
- Analyzes trends and benchmarks in compensation and benefits, including health and wellness programs; researches, evaluates and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Creates learning and development programs and initiatives that provide internal development opportunities for employees, which may include management training, coaching and mentoring.
- Help conduct annual performance reviews.
- 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, overseeing disciplinary meetings and terminations.

## Compliance / Risk Management

- Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; and ensure policy, practice and employee handbook updates meet or exceed requirements.
- Workers' compensation management.

# ALONZO KING LINES BALLET

## Employee Onboarding

- Determine with input of Executive Director proper employee classification and independent contractors

## EXPERIENCE & ATTRIBUTES

- Bachelor's degree in Human Resources, Business Administration, Psychology or related field of study required
- At least 4 to 8 years of experience as a Human Resources Generalist
- Active PHR, SPHR, or SHRM certification preferred
- Strong leadership skills and previous management experience
- Excellent verbal and written communication skills
- Excellent interpersonal, negotiation and conflict resolution skills
- Ability to act with integrity, professionalism, and confidentiality
- Excellent organizational skills and attention to detail
- Proven ability to meet deadlines and prioritize tasks
- Strong analytical and problem-solving skills
- Ability to adapt to the needs of the organization and employees
- Thorough knowledge of federal and state of California employment-related laws and regulations
- Proficient with Microsoft Office Suite
- Deep appreciation of LINES' mission and impact

The Company offers generous benefits, including a hybrid work environment, 100% Employer paid health plan, dental and vision coverage, pre-tax commuter benefits, 403(b) retirement plan, generous paid time off, and unlimited free dance classes for full-time employees.

## APPLICATION PROCESS

Interested applicants should email a cover letter and a resume to Elizabeth Lopez, Director of Human Resources, at [hrjobs@linesballet.org](mailto:hrjobs@linesballet.org) Please write your name (Last, First) and "Human Resource Manager" in the subject line of your email. No phone calls please.

LINES embraces a workforce that reflects the exceptional diversity of the Bay Area and our country. Equal employment opportunities are available to all applicants without regard to race, color, religion,

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age, sexual orientation, sex, gender identity and expression, national origin, physical and mental disabilities, marital or partner status, pregnancy and military status.

For additional information visit [www.linesballet.org](http://www.linesballet.org)