

ALONZO KING LINES BALLET

Title: Director of Human Resources

Location: Hybrid (offices headquartered in downtown San Francisco; position expected to be in the office 10am-5pm 2x/week)

Type: Full time

Employment Status: Exempt

Reports to: Executive Director

Salary: \$95k - \$105k

Start Date: November 1, 2023

POSITION SUMMARY

Reporting to the Executive Director (ED), the Director of Human Resources (HR) is responsible for oversight and execution of the organization's human resource department. The position collaborates closely with senior leadership and works with employees at all levels to understand and execute the organization's human resource goals, strategies, and compliance needs related to staffing, recruiting, retention and succession. This includes development and administration of policies and programs, including compensation; benefits and leave; performance and talent management; productivity; salary benchmarking; employee recognition; occupational health and safety; training and career development; disciplinary matters. The Director of Human Resources is a trusted member of the senior leadership team and seeks to advance the organization's priorities with respect to diversity, equity and inclusion. The position also interfaces regularly with the Director of Finance and other members of the finance department in order to ensure accuracy with payroll and health benefits.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Successfully onboards new employees;
- Regularly updates the Employee Manual and works with outside legal counsel to ensure that policies reflect current laws and guidelines;
- Promotes an organizational culture that fosters collaboration, open and frequent communication, teamwork, trust, and collective movement toward a unified organizational vision.
- Fosters an environment to ensure employer growth and retention;
- Maintains knowledge of trends, best practices, regulatory changes at the local, state and federal levels, as well as new technologies in human resources, talent management, and employment law;
- Seeks to improve HR processes and systems;
- Offboards employees and conducts exit interviews;

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Staffing and recruiting

- Identifies staffing and recruiting needs to support AKLB's growth;
- Manages talent acquisition process which may include recruitment, interviewing, and hiring. Collaborates with departmental managers to understand skills and competencies required for openings.
- Provide interviewer training and anti-bias best practices to hiring managers and others involved in the process.

Onboarding/Retention

- Manages successful onboarding of all new employees;
- Facilitates professional development and training for employees; ensures proper funding in the budget to support PD.
- Analyzes trends and benchmarks in compensation and benefits, including health and wellness programs; researches and proposes salary and incentive pay programs to ensure organization attracts and retains top talent.
- Supports annual performance review process.

Compliance / Risk Management

- Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, and recommends best practices;
- Annually updates employee handbook.
- Manages workers' compensation.

EXPERIENCE & ATTRIBUTES

- Bachelor's degree in Human Resources, Business Administration, Psychology or related field
- At least 5+ 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

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- 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
- Ability to adapt to the needs of the organization and employees
- Thorough knowledge of federal and state of California employment-related laws and regulations
- Strong computer skills, including proficiency with Microsoft Office Suite

The Company provides 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. Please write Director of Human Resources in the subject line of your email. No phone calls please.

OUR HIRING PHILOSOPHY

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

ABOUT ALONZO KING LINES BALLET

Named as a choreographer with “astonishing originality” by the New York Times, Alonzo King has guided **Alonzo King LINES Ballet** with his unique artistic vision since 1982. Now in its 42nd year, the organization has been recognized for its critically-acclaimed performances around the world, its unique musical collaborations, and transformative education programs that nurture creativity, self-discovery, empathy, and risk-taking. LINES Ballet has collaborated with noted composers, musicians, and visual artists from around the world to create performances that alter the way we look at ballet today. Its unique artistic vision adheres to the linear, mathematical, and geometrical principles of classical ballet.

LINES is at the forefront of artistic innovation - each collaboration, investigating deeply rooted affinities between Western and Eastern classical forms, elemental materials, the natural world, and the human spirit. LINES presents two home seasons in San Francisco – one week in the spring and one in the fall – and maintains a robust national and international touring schedule. The Company has been featured at numerous venerable institutions, including The Kennedy Center, Jacob’s Pillow, Venice Biennale,

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the Edinburgh International Festival, Montpellier Danse, the Holland Dance Festival, and Theatre Chaillot National de la Danse in Paris, among many others. Additional touring in 23/24 and 24/25 will showcase LINES at numerous prestigious venues throughout the country and in Europe. The Company collaborates with major musical artists, including GRAMMY-winning vocalist Lisa Fischer and Zakir Hussain, and acclaimed visual artists Richard Misrach and RJ Muna. Mr. King has been commissioned by countless dance companies, including American Ballet Theatre, Dance Theatre of Harlem, Frankfurt Ballet, and the National Ballet of Canada. Among his many accolades, Mr. King holds doctorate degrees from The Juilliard School, California Institute of the Arts, and Dominican University. In addition to its rigorous performance schedule, the LINES Dance Center offers hundreds of classes – from youth programs to professional training, and also offers a dual degree BFA program with Dominican University.

LINES is supported by a working and generous board of 20 active members. The annual budget is \$6 million and growing. The organization enjoys broad support from donors across the country and has recently been awarded a number of major grants from leading foundations that support artistic excellence, innovation, strategic growth, and a commitment to diversity. The strategic planning process is currently underway with critical input from internal and external stakeholders, including staff, audience, and donors.