Human Resources Director

The Human Resources (HR) Director for Michigan Opera Theatre works as a strategic business partner to the senior management team, leading all Human Resources activities for the organization. The HR Director functions as an HR generalist and both leads and performs the generalist HR duties. The HR Director develops, communicates and administers policies and HR programs.

Specific Responsibilities and Duties:

**Talent planning and acquisition**
- Conducts recruitment effort for all exempt, nonexempt and temporary workers; writes and places advertisements; works with supervisors to screen and interview candidates; conducts reference checking; extends job offers
- Re-writes job descriptions as necessary
- Conducts & coordinates new employee orientations
- Conducts exit interviews
- Manages employee terminations

**Total Rewards**
- Performs benefits administration to include claims resolution, change reporting, approving invoices for payment, annual re-evaluation of policies for cost-effectiveness, information activities program, and cash flow
- Conducts annual salary surveys and develops salary budget; analyzes compensation

**Employee Relations & Engagement**
- Develops and administers various Human Resources plans and procedures for employees
- Provides employee relations counseling
- Develops and administers various human resources plans and procedures for employees
- Organizes and participates in staff meetings

**Employee Learning & Development**
- Participates in the design and implementation of MOT learning and development programs.
- As needed, evaluates and advises managers and leaders on the learning and development needs of individual staff members

**Organizational Management & Leadership**
- Works at all times as a steward and leader for Michigan Opera Theatre.
- Evaluates all actions and decisions in consideration of the needs of the company.
- Provides support and guidance to organizational leaders, managers and employees.
- Participates in curating and developing a culture of stewardship, creativity, empathy, acceptance and excellence for the organization.
- Manages and monitors a performance evaluation program and revises as necessary.
- Develops, recommends and implements personnel policies and procedures; prepares and maintains handbook on policies and procedures.
- Establishes and maintains department records and reports.
- Maintains organizational charts and employee directory.
• Evaluates reports, decisions and results of initiatives in relation to established goals. Recommends new approaches, policies and procedures to effect continual improvements in efficiency of HR services performed.
• Ensures compliance with all federal, state and local employment laws.

**Competencies:**
1. Business Acumen
2. Excellent communication skills
3. Mediation and consultation expertise
4. Critical Evaluation
5. Cultural Awareness
6. HR Expertise
7. Leadership & Navigation
8. Relationship Management
9. Ethical Practice

**Position Qualifications:**

The ideal candidate has meaningful work experience in the arts and possesses the following:

• Bachelor’s degree, preferably in HR or communications.
• A minimum of 10 years experience as an HR generalist; and preferably, 5+ years in a senior HR role.
• High energy and passion for MOT’s mission is essential.

*Note: The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.*

Position Reports to: President & CEO
Classification status: Full-Time, Exempt
Last updated: 02/24/2021

**Application Process:**

To apply for this position in confidence, please send resume and cover letter to: employment@motopera.org

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