Job Title: Associate Director of People & Culture  
Department: Administration  
Job Type: Full-Time (Part-Time Optional); Hybrid  
Salary Range/ Pay Rate: $50,000-$60,000

ABOUT THE Z:  
The Zeiterion Performing Arts Center (The “Z”) is a non-profit organization whose mission is to entertain, educate, and inspire our community by presenting a diverse array of high-quality performing artists and providing engaging learning opportunities that contribute to the cultural, social, and economic vitality of the South Coast.

POSITION OVERVIEW  
The Associate Director of People & Culture is responsible for all human resources functions: employee development, experience, and culture are critical elements to our success and one of our top priorities. The Associate Director of People & Culture assists all employees in meeting their career goals and helps to foster a welcoming and encouraging environment for everyone. They make all efforts to ensure both open communication and equitable processes are met in all aspects of our work and that our values and mission are at the core of all we do. The Associate Director of People & Culture will play a critical role in advancing The Z’s equity work.

RESPONSIBILITIES:

- Create a pipeline to train and attract diverse, local talent and manage the recruitment process by working with managers to create job postings, descriptions and interview questions that reflect the requirements for each position as well as the organization’s equity, diversity, and inclusion goals; communicate with applicants and schedule interviews; and oversee new employee on-boarding.
- Serve as a key member of the Inclusion, Diversity, Equity & Action committee (IDEA) to help drive equity initiatives forward.
- Administer employee benefits.
- Maintain the employee database, process new hires, terminations, and status changes.
- Ensure company compliance with all existing governmental and labor legal and government reporting requirements.
- Be people oriented, cultivating relationships and policies built on fairness, respect, and inclusion.
- Maintain an outcome focused approach, celebrating organizational milestones and holding space for accountability and in unsuccessful timelines.
- Create and implement staff events and celebrations as well as training and professional development opportunities to help staff, board, and volunteers live into The Z’s mission and values.
- Manage employee relations by coaching/counseling staff, advising on change implementation, and managing performance review process.
- Offer insight on organization wide goals and individual responsibilities in job postings and descriptions.
- Develop policies to create safe spaces for employees (i.e., whistle blower)
- Keep the leadership team informed of problems and issues that jeopardize the achievement of organizational goals.
- Build a structure for value-based hiring and retention.
- Build upon the existing work of the organization, developing and executing a holistic strategy seeking to broaden opportunities for engagement across all key constituent groups.
- Convene groups of employees at every level to solicit feedback and suggestions.
Cultivate community relationships with local organizations towards best practice and recruitment efforts.
Identify organizational strengths and growth points for equitable practice.
Develop an onboarding process that grounds employees in values and organizational goals.
Work with leadership to meet our emergency and preparedness goals including the coordination of training and drills.
Coordinate use of outside vendors or internal resources to create training programs to enhance employee skills and promote effective management practices.
Recommend training needs and opportunities based on new initiatives and organizational goals.

QUALIFICATION REQUIREMENTS:

- 3+ years of HR management experience.
- Bachelor’s degree in human resources management, or equivalent experience.
- HR certification strongly preferred.
- Experience with diversity, equity & inclusion initiatives.
- Excellent management skills that include collaboration, coaching and developing team members; ability to build relationships.
- Excellent oral/written communication, marketing, presentation, interviewing and interpersonal skills.
- Strong understanding of staffing principles, laws, and procedures and a solid working knowledge of recruitment/employment programs.
- Superior judgment, conflict resolution, negotiating and creative thinking skills to solve complicated people and organizational issues.
- Experience with a non-profit organization preferred.

EQUAL OPPORTUNITY:

The Z is an equal opportunity employer. We celebrate equity and are committed to creating an inclusive, thriving environment for all employees including, but not limited to, a culture of antiracism in which we build policies, procedures, and a safe space for people from all backgrounds to feel safe and seen in our employ, in our seats and on our stage.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment ranges from low to high
- The Z is a collaborative work environment, and employees are expected to be open and willing to collaborate across departments and teams
- The Z is on an active, and ongoing journey to be an anti-racist organization - advancing anti-racist policies and practices, and fostering and sustaining a culture that values community, social justice, and equity

HOW TO APPLY

Send resume to careers@zeiterion.org.