

The Los Angeles Philharmonic Association is currently seeking a: Human Resources Director

Founded in 1919, the Los Angeles Philharmonic Association presents, and promotes the performing arts in its varied forms at the highest level of excellence to a diverse and large audience, at Walt Disney Concert Hall, the Hollywood Bowl, the Ford and the Beckmen YOLA Center.

Position Summary:

The Human Resources Director, reporting to the Chief Talent and Equity Officer, will lead strategic initiatives that will help transform the human resources department. With a strong focus on people and performance decisions, compensation programs, talent management, workforce succession planning, HR analytics, employee engagement, HR programs, and policies, this role will partner with business leaders to drive growth and organization capability. The Human Resources Director also ensures legal compliance with wage and hour regulations, as well other federal, state, and local labor laws.

Position Elements:

- Serve as business and thought partner to leaders as they exceed business objectives.
- Further LA Phil's commitment to Equity, Diversity and Inclusion (EDI) through the creation of sustainable initiatives that tangibly demonstrate appreciation and welcoming of employees' uniqueness that combine for the betterment of the entire organization.
- Lead enterprise projects that ensure effective onboarding and seamless internal transitions as employees grow their career.
- Possess a passion for the full scope of human resources in a fast-paced, mission-based organization.
- Thrive in ambiguity while bringing concepts to well-executed policies and practices.
- Impact positive change that ties the enterprise's mission, values, and vision to each employees' individual role.
- Partner with leaders in the designing and implementing of the LA Phil University – a world class education platform that fosters an environment of continuous development.
- Manage employee relations investigations, focusing on the resolution of staff complaints and concerns, and making performance recommendations as necessary.
- Oversee the performance management of all non-union staff.
- Reinforce strong relationship with Orchestra and operate within CBA environment, maintaining an amicable partnership with union-represented members.
- Operate as coach for HR Manager to provide stellar HR services to all levels of employees.

During the Hollywood Bowl and The Ford summer seasons:

- Work with Hollywood Bowl and Ford Operations management to recruit, hire, and onboard ~1000 part time summer staff annually.
- In collaboration with Hollywood Bowl Operations management and HR Manager, organize annual staff hiring fairs and orientations.
- During the summer concert season maintain a regular presence at the Hollywood Bowl and Ford to partner with leaders, enhance performance and proactively address any concerns with employee relations.

Position Requirements:

- A minimum of 10 years of progressive HR experience required
- Experience working in large venues a plus
- Experience with UKG Dimensions HR and Payroll system a plus
- Knowledge of federal and state employment laws
- Balance of strategic thinker and detail/process oriented
- Ability to maintain confidentiality and handle sensitive situations with excellent judgment and discretion
- Excellent organization and communication skills, written and verbal
- Ability to work evening and flexible hours across performance venues as needed
- Excellent computer literacy and proficiency (Microsoft Word, Outlook, Excel, HR and Payroll systems, and Internet based and labor law compliance research)
- Dedication and commitment to engage in and promote EDI within the staff, vendors, and within interactions with the surrounding community is a must
- Secondary language fluency is a plus

COVID Workplace Safety Requirements

This position will require you to interact with employees, patrons, vendors and others who may or may not be vaccinated or recently tested. You will be required to wear personal protection equipment (PPE) required by the LA County Department of Public Health protocols and the LA Phil. You agree to comply at all times with the LA Phil's COVID-19 Prevention Plan, including testing and vaccination requirements.

How to apply:

Complete the online application by clicking [here](#).

- Complete the application with all pertinent information.
- At the end of the application, a confirmation page will appear when your submission has been successful

The Los Angeles Philharmonic Association will consider for employment qualified Applicants with Criminal Histories in a manner consistent with the requirements of the FCIHO.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Los Angeles Philharmonic Association embraces and is committed to diversity and inclusion within our staff, musicians, guest artists, audiences, and surrounding communities. The Association does not discriminate on the basis of race, color, religion, religious creed (including religious dress and religious grooming), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), sexual orientation, national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition or information, genetic information, marital status, gender, gender identity, gender expression, military status, veteran status, or any other basis protected by federal, state, or local law. Consistent with the law, the Association also provides reasonable accommodation for disabled applicants and employees in accordance with the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act, for pregnant employees who request an accommodation with the advice of their health care providers, for pregnancy, childbirth or related medical conditions; for employees who are victims of domestic violence, sexual assault or stalking; and for applicants and employees based on their religious beliefs and practices.