

## **The Los Angeles Philharmonic Association is currently seeking a: Human Resources Manager**

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, and The Ford.

### **Position Summary:**

The Human Resources Manager, reporting to the Chief Talent & Equity Officer, directs and supports change initiatives, people and performance decisions, compensation programs, talent management, workforce succession planning, HR analytics, employee engagement, HR programs, and Association policies. The Human Resources Manager also ensures legal compliance with wage and hour regulations, as well other federal, state, and local labor laws.

### **Position Elements:**

- Develop, implement, and enforce Association policies and procedures to ensure compliance, across all populations and work locations. Policies include wage and hour compliance, legal and reporting compliance, timekeeping, performance management, compensation, recruiting, and staffing initiatives.
- Act as HRIS administrator and primary HR contact for system development and analysis of employee metrics and data.
- Manage employee relations investigations, focusing on the resolution of staff complaints and concerns, and making performance recommendations as necessary.
- Serves as primary contact for recruitment and onboarding needs, with a focus on organizational planning, development, and diversity initiatives.
- Manage employee compliance with all federal, state, and local employment laws for full time, part time, temporary, and union employees, across all venues.
- Oversee the performance management of all non-union staff, including working with managers and supervisors for 90-day reviews, annual reviews, and performance improvement plans.
- Oversee and manage the workers compensation program and the associated annual reporting.
- Provide supervision to HR Coordinator and Benefits Manager.

During the Hollywood Bowl and The Ford summer seasons:

- Work with the HR Coordinator and Hollywood Bowl Operations management to recruit, hire, and on-board ~900 part time summer staff annually, as well as the musicians of the Hollywood Bowl Orchestra and Hollywood Bowl Stagehands.
- In collaboration with Hollywood Bowl Operations management, organize annual staff orientation.
- During the summer concert season, have availability to work some weekends at the venues to support staff and proactively address workers compensation concerns or employment relations.

### **Position Requirements:**

- A minimum of 7 years of HR experience required
- Experience working in a large venue a plus
- Experience with UKG Dimensions HR and Payroll system a plus

- Knowledge of federal and state employment laws
- Process and detail 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 diversity, equity, and inclusion 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.

