

Detroit Symphony Orchestra

Job Description

Classification: Director of Diversity, Equity, and Inclusion
Department: Human Resources
FLSA Status: Exempt
Direct Reports: N/A
Last Revision Date: September 2021

The Organization

The Detroit Symphony Orchestra is known internationally for trailblazing performances, collaborations with the world's foremost musical artists, and a deep commitment to serving our community. Making its home in historic Orchestra Hall at the Max M. and Marjorie S. Fisher Music Center, the DSO actively pursues its vision to be an inclusive and culturally relevant community where all people can experience their world through music. The DSO is a complex organization. Operating 365 days per year, we are a performing arts institution, an educational facility, and a community center. We are governed by an independent Board of Directors and employ both union and non-union employees as musicians, stage crew, and administrative staff. Creating a unified culture throughout the institution is an organizational imperative.

The DSO offers a unique working environment and an excellent compensation package. The Detroit Symphony Orchestra is an Equal Opportunity Employer.

General Description

The Detroit Symphony Orchestra is committed to providing an organizational culture where diversity, equity and inclusion are evident to all who work inside the organization, engage with us, and support our mission. Our work to build a culture reflective of our commitment to DEI has been ongoing for several years. Recently, several constituent-specific committees identified and prioritized actions necessary to bring our intentions to life. The Director of Diversity, Equity, and Inclusion is a key member of the HR team, responsible for driving DEI program objectives through program management and defined project plans including managing implementation activities, and developing processes, documentation, and communications for rollout and ongoing support. The ideal candidate will have proven, progressive experience and demonstrated effectiveness building and leading DEI initiatives and programs, with strong knowledge of diversity metrics and analytics and exceptional project management skills. This role reports to the Senior Director of Talent and Development.

Specific Responsibilities

DEI Leadership

- Oversee and drive accomplishment of the DSO's vision for achieving inclusivity and equity across the organization.
- Collaborate with and engage all employees to implement DEI action plans that support an inclusive, equitable, and unbiased organizational culture.
- Serve as an advisor and subject matter expert in partnership with stakeholders including Executive Leadership, DEI governance, Board of Directors, Orchestra and Administrative Staff.

- Partner with DEI governance and Communications teams to facilitate regular communication of diversity and inclusion initiatives, events, and progress to internal and external stakeholders.
- Coordinate, facilitate and implement enterprise diversity and inclusion strategies, across multiple constituencies.
- Develop, purchase, and/or facilitate DEI training curriculum and other professional development opportunities for Orchestra and Administrative Staff.
- Develop metrics and evaluation processes to assess the effectiveness of DEI initiatives.

Project Management

- Plan, document, track and report progress on multiple DEI actions and project work teams to accomplish on-time, on-budget delivery against defined objectives and outcomes.
- Meet with work team leaders to establish project charters, define success metrics, provide support, identify red flags, and understand progress.
- Coordinate communication across work teams to ensure consistency and clarity.
- Identify barriers to projects' progress and raise them to the DEI governance team for consideration.
- Align all work activities, defined KPIs and DEI intentions to ensure effective contribution to overall organizational culture.
- Perform other duties as assigned, in support of the DSO's HR function.

Position Qualifications

The ideal candidate will have 7+ years of focused DEI and project management experience, along with the following personal competencies and characteristics:

- Demonstrated success leading enterprise-wide projects, change management, influencing and driving culture change.
- Experience and credibility as a leader in an environment where the ability to influence, work across organizations and build relationships is critical.
- Highly effective communication, presentation, and facilitation skills with the ability clearly articulate ideas, concepts, and proposals with diverse audiences at all levels.
- Strong analytical skills and the ability to think strategically and programmatically.
- Bachelor's degree in social justice, human resources, communications, education, or an equivalent combination of education and experience is required. Master's degree in organization development is a plus.
- PMP certification preferred, but not required.
- Excellent organizational, communication and interpersonal skills.
- Demonstrated ability to deliver on multiple priorities in a highly collaborative, mission driven, fast-paced environment.
- Experience supporting non-profit or performing arts is preferred, but not required.
- Demonstrated ability to maintain confidentiality is required.
- Able to operate in a PC network environment, with advanced internet navigation skills and detailed hands-on experience using HRIS, project management software, and Microsoft Office Suite.
- Position may require long periods of sitting or standing to facilitate meetings or workshops.