



Seattle Rep

Director of Human Resources

Compensation: \$90,000 - \$110,000

Invitation to Apply

The Tony Award-winning [Seattle Rep](#) seeks an experienced Director of Human Resources to join its executive leadership team in their quest to position “theater at the heart of public life” and Seattle Rep as the preeminent theater in the Pacific Northwest. Seattle Rep produces 8 – 10 plays each season (which runs from Sept – June) in their two theater spaces (842 seats and 282 seats). Other nationally recognized artistic programs include the [New Play Program](#), [Public Works Seattle](#), the August Wilson Monologue Competition, Pay What You Choose performances, and numerous audience enrichment and engagement initiatives, including post-play panels, discussions, and community events. Seattle Rep has a \$15 million annual operating budget and \$11 million endowment and is preparing to embark on the first of two consecutive capital campaigns with an initial target of \$16 million to be raised over the next 3 – 4 years, followed by a more robust 7+ year campaign in support of new facilities.

Seattle Rep's Mission

Seattle Rep collaborates with extraordinary artists to create productions and programs that reflect and elevate the diverse cultures, perspectives, and life experiences of our region.

Seattle Rep's Vision

Theater at the heart of public life.

Seattle Rep's Values

Artistic vitality, sustainability, generous and inclusive practices

The Director of Human Resources Role

The successful **Director of Human Resources** candidate will follow our current interim Director of Human Resources, who has been in the role for 1.5 years. Our next Director of Human Resources, the chief people officer for the organization, will supervise all human resources matters, and they bring a strong background in Equity, Diversity, and Inclusion, a collaborative work style, and a passion for the arts and the Seattle community. The Director of Human Resources will strengthen the power of an aligned staff, bring transparency and consistency throughout our operations, and collaborate with their peer leaders, as well as outside employee benefits vendors, EDI practitioners, and legal teams. The Director of Human Resources reports to the Managing Director.

The Director of Human Resources possesses strong emotional intelligence and plays an important role in a broad range of activities related to coaching leaders and staff, institutional planning, and talent development. They are a leader in Equity, Diversity, and Inclusion and will help Seattle Rep create an organization representative and inclusive of the diversity of our region. An exceptional and open communication style is required. The successful candidate supervises the recruitment, onboarding, and engagement of current and future Seattle Rep employees, apprentices, and interns; leads the compensation and performance planning process; and makes periodic presentations about our employees to the 51-member Board of Trustees. Thought leadership on people matters is expected.

The Director of Human Resources must be collaborative, as well as a strategic thinker and an articulate spokesperson for the objectives and ambitions of the organization at all times. They will be a naturally curious listener and critical thinker who can help align and inspire leaders and staff. This position and Seattle Rep will have a lasting impact on one another.

Key Collaborators

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| Braden Abraham , Artistic Director – A 16-year Seattle Rep veteran with a sharp eye for relevant and quality artistic work that speaks to the entire community. | Jeffrey Herrmann , Managing Director – After 5 years at the helm, Jeff is ready to lead the theater on a 10-year journey of substantial growth and impact. |
| Elisabeth Farwell-Moreland , Producing Director – Oversees all production activities and is responsible for the physical execution of Braden’s artistic vision. | Angie Kamel , Public Works Director – Oversees an artistic initiative that produces free public theater through partnerships within Seattle community. |
| Andrew Haines , Director of Marketing & Communications – Maintains a strong brand while optimizing revenue. | Nabra Nelson , Director of Arts Engagement – The most recent addition to the team and already positively impacting Equity, Diversity, and Inclusion efforts. |
| Jamie Herlich McIalwain , Director of Development – A resourceful and ambitious fundraiser who grew up attending Seattle Rep performances. | Rowena Yow , Content & Communications Director – Digital and print leader standardizing Seattle Rep’s message and brand. |

The Director of Human Resources serves as an essential contributor to Seattle Rep’s culture and success by:

- Creating a healthy environment in which staff and leaders can collaboratively create astonishing art on a sustainable basis
- Actively and constructively spearheading the Equity, Diversity, and Inclusion (EDI) work of the organization, including attending all-company trainings and other events
- Fully participating as a member of both the Senior Leadership and Senior Management teams
- Engaging with and modeling Seattle Rep’s mission, vision, and values in all aspects of their work
- Representing the organization at professional gatherings and civic and social events

Specific Scope and Responsibilities Include:

Co-lead organization-wide EDI efforts

- Work with organizational leadership to establish and accomplish long-range EDI goals and plans
- Help facilitate EDI efforts, as well as identifying effective EDI resources
- Co-leadership is shared with the Managing Director

Recruit, retain, and inspire staff

- Direct and improve the organization's recruitment, onboarding, and employee engagement processes:
 - Innovate in attracting, hiring, and managing diverse, talented candidate pools
 - Evolve onboarding processes to strengthen employee impact and retention
 - Prepare, review, question, and present monthly performance analyses
 - Create periodic overhead forecasts throughout the year
 - Prepare and review annual Equity, Diversity, and Inclusion efforts presenting findings to our Board
- Support leaders and staff at all levels by listening to and addressing their concerns and issues in a timely manner and providing appropriate advice, as needed
- Evolve HR policies and procedures, and institutionalize into standard practices throughout the organization
- Ensure that functioning of the organization meets and furthers our strategic plan
- Design compensation, employee benefits, performance planning and employee recognition processes that contribute to short- and long-term organization objectives
- Communicate organizational-wide policies, procedures, and **Q&As** to effectively inform and align staff

Administer all HR programs

- Enroll, update, and terminate employees in all employee benefits plans
- Assist in negotiating union contracts and act as primary contact for grievance process
- Monitor workers' compensation claims and ensure adequate oversight of the at-work health of all employees
- Provide management reports with Key Performance Indicators for all HR functions: EDI goals, retention/attrition, workers' comp, and employee satisfaction, et. al. to ensure effective management of these key areas
- Ensure that the employee database and internal control systems are properly designed and maintained and provide meaningful and timely information
- Ensure that the key transaction systems (including timely completion of job descriptions, interviewing logistics, onboarding, professional development, and engagement) are in place and support the theater's mission

Qualifications:

- Compassion, great listening skills, self-starter, with 10+ years of demonstrated successful experience in human resources-related roles, with at least three years of management experience
- Experience partnering cross-functionally to achieve organizational cultural change
- A successful track record delivering full-range HR services to medium-sized organizations (120+ employees).

We look forward to reading more about your track record in your cover letter

- Strong knowledge of employment laws, and other federal, state, and local laws and regulations
- Expertise in Equity, Diversity, and Inclusion frameworks, exemplary customer service skills, and an ability to relate to diverse professional, cultural, and social perspectives
- Bachelor's degree (B.A. or B.S.) from an accredited institution or relevant experience
- Outstanding written and verbal communication skills; high level presentation, negotiation, project management, and problem-solving skills required
- A collaborative and collegial leadership style; sense of humor a plus
- Demonstrated passion for the arts (theater, a plus)

- Strong work ethic and superior record of ethical service
- Proficiency in MS Word, Excel, PowerPoint, and internet-based research
- Strong strategic and leadership coaching skills

Preferred Qualifications:

- SPHR or PHR certification; work experience with labor unions, in a social-profit organization, or in the arts.

Physical Demands: Some carrying and lifting up to 25 pounds.

Working Environment: Noise fluctuates between quiet and moderately noisy.

Applications due by September 16, 2019.

The position will be open until filled. In your application, in addition to discussing your ability to meet the above responsibilities, **please answer the following questions:**

- 1. How will you help Seattle Rep advance its mission?**
- 2. What has been your most significant accomplishment in the field of HR and why?**
- 3. How have you seen institutional racism and white supremacy play out in organizations and how did you address that?**

We invite interested applicants to **submit a cover letter including your answers to the three questions above, salary requirements, 3 professional references, and resume to:** Norman Sigler at Norman@CLEAR-Consulting.Biz. Write **“Seattle Rep Director of Human Resources”** in your email subject line. *No phone calls please.*

Seattle Rep is an equal opportunity employer and does not discriminate in the hiring of personnel on the basis of race, creed, color, religion, national or ethnic origin, gender or gender identity, age, veteran status, sexual orientation, marital status, disability or any other protected status as provided by law.

Seattle Rep is committed to producing the highest quality programming, and we believe that our ability to contribute to excellence in the arts depends on building a community whose members come from diverse cultures, backgrounds, and life experiences. Qualified individuals who bring diverse perspectives to the workplace are especially encouraged to apply.