

Human Resources Director

Racial Equity Statement

Mass Cultural Council invests financial, programmatic, and informational resources equitably, and provides leadership to repair, heal, and build toward a cultural sector where diversity flourishes and inclusion is the norm.

Massachusetts' communities, residents, and visitors benefit from a robust diversity in the cultural sector, without which the Commonwealth cannot continue to thrive. A limited or narrow perspective of what the world is, and can be, is unproductive and unartistic. Seeing the world differently and bringing those ideas to life is the charge of the cultural sector and its leaders. Mass Cultural Council is ready to more deeply support these equitable, inclusive, and creative visions.

Description:

The Mass Cultural Council is an independent state agency that promotes excellence, inclusion, education, and diversity in the arts, humanities, and sciences; fosters a rich cultural life for all Massachusetts residents; and contributes to the vitality of our communities and economy.

Position Summary:

The Human Resources Director will be primarily responsible for supervising all aspects of personnel management and policy as well as basic human resources needs at the Agency, including hiring, interviewing, and onboarding new staff, administering pay, benefits, leaves, discipline, support, and terminations, and supporting senior management in enforcing Agency personnel policies and practices. A senior leader at the Agency, the Human Resource Director will lead efforts to achieve Mass Cultural Council's diversity, equity, inclusion, and access (DEIA) goals by supporting employees and fostering a culture of collaboration, mutual respect, and engagement.

The Human Resources Director reports to the Executive Director and is a member of, and supports, the existing senior staff team which is comprised of the Deputy Director, Operations Director, and Public Affairs Director.

Direct Reporting Staff:

Universal Access Team (2 program officers assigned to the UP Initiative and DEIA efforts)

Duties and Responsibilities

Provide leadership in the development, promotion, and implementation of human resources policies and practices.

- Serve as initial and primary point of contact for staff on all HR-related issues, policies, and benefits.
- Provide support and guidance to senior management, supervisors, and other staff when complex, specialized, and sensitive questions and issues arise.
- Be fully cognizant of and familiar with all relevant Commonwealth of Massachusetts employment policies and platforms and applicable collective bargaining agreements.
- Maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Maintain and update personnel policies and handbook, organizations chart, job descriptions, HR Related staff Working groups and employee evaluations.
- Maintain and support collaborative special cross-agency working groups and task forces

Oversee all processes related to employee recruitment, onboarding, retention, professional development, and departures.

- Partner with senior management to understand and execute Mass Cultural Council's personnel operations, particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Oversee process for supporting and promoting staff professional development opportunities.
- Administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, disciplinary meetings,

grievances, employee disputes, investigating allegations of wrongdoing, and terminations.

- Promote and coordinate professional development, policy trainings and workshops of staff.
- Oversee new employee/intern orientation and ongoing onboarding support in partnership with the employee's supervisor.
- Manage the Agency's annual employee Conversations to Connect protocol.
- Serve as Anti-Sexual Harassment Officer and similar positions for Agency.
- Maintain staff records.

Promote a culture of inclusion and staff engagement in support of the Agency's diversity, equity, inclusion, and access goals.

- Work with the staff HR Working group on policies, best practices, and projects.
- Promote staff input and feedback through staff surveying and meetings as needed.
- Support regular pay equity audits and reviews.
- Promote staff wellness and morale and identifying opportunities to motivate and support current staff.

Ensure efficient, timely, and effective implementation of employee benefits and payroll.

- Oversee, with fiscal staff, the smooth operation of payroll processing and benefits administration, including responding to staff inquiries and requests.
- Prepares payroll budgets and projections for senior management.
- Serve as a resource/liason/advocate for employees navigating the GIC, Benstrat, Commonwealth, and Retirement systems.

Representing the Agency

- Represent the Mass Cultural Council in a wide range of public settings, meetings, events, conferences, etc. as requested.
- Take part in and contribute to Agency-wide activities and initiatives.
- Advance Agency's Racial Equity Goals.

Occasional in-state travel and nights and weekends required. Other duties as mutually agreed.

Qualifications:

- Relevant work experience in human resources/personnel management

- Relevant work in Racial Equity, Diversity, and Inclusion
- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Strong analytical and problem-solving skills.
- Proficiency with or the ability to quickly learn the Commonwealth and Mass Cultural Council's personnel systems.

How To Apply:

Applicants should provide:

1. [Mass Cultural Council Employment Form](#)
2. A letter of interest
3. A résumé

Email materials to the Deputy Director at David.Slatery@art.state.ma.us with the subject line "Human Resources Director Search". Please attach letter of interest and resume as one Word or PDF document. Do not send materials as text within an email. You may address your letter of interest to "Human Resources Director Search Committee".

Apply by:

August 15, 2021

Salary:

Managerial non-union position. Salary Range: \$100,000-\$110,000. Excellent benefits including health, dental, and vision insurance as well as paid vacation and sick leave. Full details of benefits provided at time of offer.

Start Date: September 2021