



# PITTSBURGH SYMPHONY ORCHESTRA

## **Job Description**

Title: Director of Human Resources

Reports to: SVP of Finance & CFO

Status: Exempt, Full-Time

## **Job Purpose**

The Director of Human Resources will manage and enhance the organization's human resources by planning, implementing and evaluating employee relations and human resource policies, programs and practices. The Director of Human Resources will work with the CEO and other senior leadership to define and drive company morale and culture, coaching the management team on HR procedures and effective management behaviour, overseeing and supporting the cadence of the HR Management functions, and sharing responsibility for overall corporate performance.

## **Essential Duties and Responsibilities**

- Set and lead the overall HR strategy for human resources, organizational development and employee growth in sync with the mission and values of the PSI
- Develop and maintain relationships across the organization to gauge employee attitudes and morale, and coach management on how to build and maintain company morale; establish events and programs to build and measure employee attitudes; work with CEO and other senior leadership to define corporate culture, and pro-actively devise / execute initiatives and events to communicate, support and reinforce organizational culture and build morale; provide confidential support and advice to specific employees as appropriate; including the need and processes to transition employees outside of PSI
- Manage the recruitment process by partnering with department leaders to review, analyse and clarify hiring needs and develop appropriate recruiting strategies to support those needs. Work with department leaders to maintain accurate and relevant job descriptions and job requirements. Conduct recruitment efforts for all staff positions including reference checks and extending job offers, in partnership with department leaders.
- Perform exit interviews with departing team members and review with department leader's areas of improvement for improved employee retention.



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- Continue to improve organizational growth efforts, including new hire-on-boarding, staff training and education. Work with department leaders to create team building programs to help foster a positive and inclusive work environment.
- Maintain and revise policies and procedures in the PSI handbook to reflect the current needs of the organization. Establish and manage processes and procedures to ensure HR policies are followed in letter and in spirit; pro-actively define opportunities to continuously improve overall HR Policies and employee practices.
- Manage the employee review process in partnership with departmental leadership.
- Manage and educate employees on current health and welfare programs including claims resolution, change reporting, and approval of invoices. Continue to seek out or create new programs to ensure a healthy and positive working environment.
- Develop and maintain affirmative action programs; files EEO-1 annually; maintains other records, reports and logs to conform to EEO regulations
- Ensure organizational compliance with all federal, state and local employment laws

## **Necessary skills, experience, and qualifications**

- Bachelor's degree required, Master's degree in HR discipline preferred
- Minimum of 8 years' experience in progressive Human Resource leadership roles
- Proficiency in Microsoft suite expected
- Strong communicator with the ability to provide both strategic foresight and feedback
- Ability to empathize and relate well with others, listen effectively and can build rapport with diverse employees
- Expert understanding of employment law, compensation, benefits, organizational development, employee relations, and training
- Experience creating relevant and meaningful employee programs, reviews and training programs
- Strong work ethic, characterized by initiative, drive, and goal orientation

## **Desirable skills, experience, and qualifications**

- Previous work in a non-profit setting

## **To Apply:**

Please send a resume and cover letter to Lindy Mason, [lmason@pittsburghsymphony.org](mailto:lmason@pittsburghsymphony.org)