



**Title:** Senior Manager, People & Culture  
**Status:** Regular; Full-Time; Exempt; Benefits-Eligible  
**Supervisor:** Director of Finance & Operations  
**Date:** October 2022

**Description:**

Oregon Ballet Theatre's (OBT) Senior Manager, People and Culture, partners with directors to develop a high-functioning, well-supported, accountable, and satisfied workforce, and positive organizational culture. This position accomplishes its work by equipping, supporting, and coaching directors to be effective managers of people and people-related processes, and by developing and implementing automated, web-based, self-maintained systems.

**Responsibilities:**

1. Collaborate and advise leadership in developing goals and strategies related to people and culture.
2. Equip, support, and coach directors to be effective managers of people and people-related processes.
3. Lead efforts to streamline, automate, and digitize human resources processes, procedures, and records to a web-based and self-maintained system.
4. Collaborate with leadership to identify and plan recruiting strategies for current and anticipated staffing needs; oversee and manage recruiting and hiring processes.
5. Develop and implement strategies to increase and retain racial diversity in the workforce, and to advance organizational equity.
6. Develop and implement an annual professional development program for directors and others that advances continuous learning and a positive workforce culture.
7. Ensure that interested employees have an annual professional development plan developed in partnership with their director.
8. Manage, maintain, and improve a company-wide performance management system, and ensure consistent annual implementation by directors.
9. Support and guide directors with performance, conflict-related, and/or conduct issues, and document coaching, correction, discipline and/or investigations.
10. Train and coach directors in effective interpersonal communications, asset-based communications, problem-resolution, and de-escalation strategies.
11. Ensure that job descriptions are current, relevant, and consistently applied across the company.

12. Ensure that the employee handbook is current, relevant, well-understood, and consistently applied across the company.
13. Oversee and improve a comprehensive, interactive onboarding process for new employees.
14. Help strategize on union negotiations and labor relations.
15. Manage and maintain employee benefit plans and renewal processes; manage external vendor relationships with benefits providers.
16. Oversee and ensure compliance with federal, state, and local employment laws and regulations; review and modify policies and practices to maintain compliance.
17. Work with the Payroll & Benefits Manager to maintain accurate payroll.

**Organization-Wide Competencies:**

We are creating a culture where we all exhibit and operate from the following values: Kind. Positive. Solution Oriented. Gratitude. Candid. Direct. Forgiving. Trusting. Learning. Teamwork. Equity. Compassion. Disagree Well. Ambassadors. Accountable.

**Supervisory Responsibility:**

This position has no direct supervisory responsibilities, but does serve as a coach, strategist, and problem-solver for directors.

**Education and Work Experience:**

*Required* - Bachelor's degree in human resources or closely related field; five+ years of professional human resources experience; expertise advancing workforce diversity and organizational equity; experience developing and managing web-based systems and self-maintained records; experience in labor relations; experience developing performance management and professional development programs. *Preferred* - SHRM Certified Professional (SHRM-SCP); SHRM Senior Certified Professional (SHRM-CP) credential; or HRCI Professional in Human Resources (PHR) Certification.

**Work Authorization:**

OBT conducts background checks after a conditional offer of employment is made. OBT reviews the results of each background check individually and assesses them on a case-by-case basis for context and relevance to a job.

**Working Conditions:**

This job operates in a professional office environment located within a busy, active, and often noisy dance studio with many dancers, students, and guests, music, and production activity. This job may be hybrid, including 50% onsite and 50% remote. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Hours of Work:**

Days and hours of work are Monday through Friday, 9:00 a.m. to 5:00 p.m. This position regularly requires extended hours and weekend work.

**Travel:**

Travel is primarily local during the business day, although some evening, weekend, out-of-area, and/or overnight travel may be expected.

**Other Related Duties:**

Duties, responsibilities, and activities of this position may change at any time with or without notice as organizational need and opportunity dictates.

**Compensation:**

This position starts at \$77,500. - \$82,500. plus benefits, including: employer-paid medical, dental, and vision insurance; life insurance; and 25 days off annually (15 days PTO and 10 holidays). In addition, employees may elect and self-fund the following benefits: 403(b) retirement plan; short-term and/or long-term disability insurance; flexible spending account for health-related expenses and/or childcare; and additional life insurance.