



HUMAN RESOURCES SENIOR MANAGER

Organization Overview

The School of American Ballet (SAB) at Lincoln Center, founded by George Balanchine and Lincoln Kirstein, is the preeminent ballet school in the country. Our mission is to train professional dancers for careers in classical ballet. We provide the resources for a diverse pool of youngsters to train at the highest level – with 20-25 a year going on to dance for New York City Ballet, our official but independent company, and other major ballet companies worldwide. SAB has a far-reaching impact on the art form and enriches the lives of each student who comes through our doors, over 1,000 annually.

SAB launched its Diversity Initiative in 2012 to recruit and support a more diverse student body, with the ultimate goal of bringing more dancers of color to professional ballet stages. Since then, the School has experienced significant changes in the student body, now 47% students of color. No longer an initiative, the School's commitment to diversity, equity, and inclusion is becoming a lived-priority of the organization and its members and in 2020 the Board of Directors approved a new five-year DEI Strategic Plan that includes the addition of an HR professional to the SAB's administration.

Position Overview

SAB's first-ever Human Resources Senior Manager will serve as a strategic partner to the Executive Director and leadership team to attract, retain and advance a broadly diverse workforce of the highest level of excellence; build an inclusive and productive work environment, climate and culture, for its 75 full-time and part-time employees; and oversee all HR functions. The HR Senior Manager reports to the Executive Director and collaborates closely with the Director of Diversity, Equity & Inclusion on the implementation of SAB's strategic plan for diversity, equity and inclusion. The HR Senior Manager supervises the Manager of Finance and Benefits Administration on employee benefits administration.

Key Responsibilities

Organizational Equity

- Serve as a strategic partner to Executive Director and leadership team to build an inclusive and productive work environment, climate and culture, and lead all Human Resources functions



- Provide guidance in organization-wide diversity, equity and inclusion strategy and employee programming, in partnership with DEI Director and outside consultants; serve on SAB's Equity Project Transformation Team
- Review and ensure that all HR policies and procedures are in line with inclusive and equitable organizational values; update Employee Handbook/Code of Ethics annually.

Talent Recruitment

- Oversee and coordinate talent management of administrative staff recruiting and selection process, in partnership with department heads, with an emphasis on expanding the current recruiting network to attract a diverse pool of candidates
- Provide tools, coaching and support to supervisors in hiring
- Review job descriptions and FLSA classification; ensure correct implementation of FLSA guidelines and equitable and appropriate compensation structure
- Work closely with artistic and administrative leadership to implement effective employee orientation and onboarding programs

Talent Management and Development

- Oversee a system of regular employee evaluations, provide guidance and training to supervisors to enhance effectiveness of performance review process. Advise supervisors on progressive discipline and performance improvement processes as appropriate
- Coordinate and conduct exit interviews
- Lead the development of staff training to promote professional development, (including mandated training such as sexual harassment prevention)

Employee Benefits and Support

- In collaboration with Director of Finance and Manager of Finance and Benefits Administration, review and enhance employee benefits, including medical and dental insurance, retirement plans, paid time off
- Monitor compensation and benefits to ensure equitable treatment and industry alignment

- Provide conflict resolution and supervisory counseling and ensure understanding of and compliance with employee handbook/Code of Ethics
- Conduct investigations when employee concerns are brought forth; oversee third-party reporting system
- Create employment contracts as needed and separation agreements, with guidance of school legal counsel

General

- Stay current with new employee regulations (EEO, ADA, FMLA, ERISA, OSHA, etc.) with support from Lincoln Center People team and SAB legal counsel
- Define appropriate HR metrics and monitor performance against those metrics
- Serve on Lincoln Center cross-campus HR/DEI working group

Qualifications

- Bachelor's degree in human resources, organizational psychology, or related field
- 5-10 years experience in human resources, with demonstrated experience implementing policies and procedures
- Demonstrated management experience
- Strong aptitude for relationship building
- Experience advancing organizational diversity, equity and inclusion
- Superior interpersonal and communication skills with all levels of personnel; emotional intelligence and personal warmth
- Ability to exercise independent, sound judgement
- Ability to respond to multiple demands and deadlines effectively and to handle fraught situations calmly
- Ability to handle confidential matters with discretion
- Commitment to SAB's mission and core values

To apply, please send a cover letter and resume to **HRManager@sab.org**. No phone calls please.

The School of American Ballet is an Equal Opportunity Employer. The School of American Ballet is committed to an equitable and inclusive program and a diverse faculty, staff and student body. Candidates from diverse backgrounds are encouraged to apply.