

## People and Culture Manager

### ABOUT THE HENRY

The Henry Art Gallery was founded as Washington State's first art museum in 1926, on the principle that art stimulates inquiry, fosters knowledge, and builds healthy communities. Located on the campus of the University of Washington (UW), Seattle, the Henry is internationally recognized as a pioneer in the research and presentation of contemporary art. Learn about our mission and vision: [henryart.org/about](https://henryart.org/about).

### POSITION PURPOSE

The People and Culture Manager oversees the people and culture (human resources) program for all Henry employees, including Henry Gallery Association (HGA) non-profit staff and Henry Art Gallery University of Washington Professional staff. This position has an important role in helping set tone, culture, and service levels at the museum. The P&C Manager provides guidance, coaching, and support for staff members. This position acts as a resource and liaison to employees to effectively resolve human resource related issues and ensure positive employee relations. This position also ensures that all employee relations, recruiting programs, employment processes, and insurance and retirement programs follow established procedures and remain in compliance with applicable laws. The P&C Manager serves as a member of the museum's Leadership Team, whose role involves developing policies, procedures and plans to support the museum's strategic plan and commitment to equity.

### COMMITMENT TO EQUITY

The Henry acknowledges the historical structures and social dynamics that have continuously oppressed communities of color and we acknowledge our part in institutional racism. We also acknowledge that we are situated on the land of the Coast Salish peoples.

We are actively committed to racial equity and to building a strong foundation of inclusivity and awareness in all we do. We value discourse that brings forward voices and positions that have been – and continue to be – oppressed. We do not tolerate hate speech or actions.

We recognize that we are in the process of embodying these values across our exhibitions, programs, and operations; this is our ongoing work.

The Henry Art Gallery is a part of the University of Washington. For more information about race and equity at the UW, see [u.washington.edu/raceequity](https://u.washington.edu/raceequity).

Diverse backgrounds make us stronger. We highly encourage Black, Indigenous, People of Color, LGBTQ+, and individuals of all abilities to apply.

**PAY RANGE:** \$75,000 - \$85,000 at .9 or 90% FTE (equivalent to \$83,333 - \$94,444 annually at 1 or 100% FTE), depending on experience

**SCHEDULE:** Tuesday – Friday, 36 hours per week (90% Full-time Equivalent or FTE)

**REPORTS TO:** Director of Finance & Operations

### WHAT THE PEOPLE AND CULTURE MANAGER DOES:

**Employee Relations & Experience (35%)**

- Provides leadership to foster effective peer-to-peer and supervisor-team member communication and relationship building.
- Proactively interfaces with employees regularly and reliably to gauge holistic employee experience.
- Receives employee concerns, questions, and comments with compassion and understanding; actively works to find resolutions or provide follow-ups and stay in communication with employees.
- Advises managers and supervisors on management strategies, including how to best counsel employees regarding performance issues, addressing morale, and employee recognition.
- Facilitates complaint investigations, grievance and discipline handling, crisis intervention and dispute resolution.
- Collaborates with a UW Human Resources Consultant for matters involving Henry UW staff as necessary.
- Stays current on relevant employment laws and human resources trends.
- Cultivates a positive employee experience and organizational culture through building
- In conjunction with the Executive Director and Director of Finance and Operations, works with the HGA attorney and UW Attorney General's Office to ensure the Henry is in compliance with all applicable employment laws.

#### **Recruitment and Hiring (35%)**

- Works with hiring managers across the organization to build and implement recruitment plans and strategies for open positions.
- Assists managers in editing and finalizing job descriptions.
- Manages aspects of the recruitment process, including:
  - Position posting
  - Applicant materials management.
  - Building offer letters and packages, in collaboration with the hiring manager.
  - Facilitates background check process for incoming employees.
- Guides the administrative hiring process (through Paychex for HGA employees; through Workday for UW employees, in collaboration with UW colleagues), including collecting new hire paperwork and other required forms for HGA and Henry UW employees.
- Provides a warm welcome and administrative/organizational onboarding to new employees, and works with hiring managers to ensure departmental onboarding processes are uniform across the organization.
- Consults with managers and teams to build transition plans as needed.
- Conducts exit interviews with separating employees.
- Maintains and analyzes hiring and turnover numbers.

#### **Leadership (10%)**

- Develops, implements, and evaluates people and culture related initiatives that support organizational strategic goals and upholds museum values in partnership with Henry leadership.
- Counsels Henry leadership on organizational effectiveness.
- Participates in strategic planning across departments in relation to and through the lens of people and culture: human resources best practices, organizational sustainability, and employee experience and wellbeing,

#### **Compensation and Benefits (10%)**

- Determines salary recommendations and/or coordinates information/analysis when reviewing salaries and requests for position changes, in collaboration with the Director of Finance and Operations and in conjunction with position supervisors or team managers.
- Participates in annual salary surveys on behalf of the Henry and conducts annual internal salary review; makes recommendations to the Executive Director and Director of Finance and Administration for adjustments and implementation strategies.

- Serves as the primary benefits administrator and record keeper for HGA's health insurance plans and retirement plan.
- Serves as organization's representative to insurance brokers and assists employees with benefit questions and concerns.
- Manages additional benefits and perks programs, refreshing them as necessary to stay relevant and responsive to employee needs program utilization rate.
- Building out and proposing new, thoughtful employee programs to bolster the Henry's total compensation package.

#### **Records Management (10%)**

- Prepares and manages personnel, payroll, and leave records.
- Provides HR document management and maintenance on the internal server.
- Reviews HR policies and procedures, including authoring and updating related internal documents, such as the employee handbook.
- Manages and oversees HGA and UW's performance review and appraisal procedures.
- Processes and monitors unemployment, L&I, and other employee claims.

#### **CONNECT WITH US IF YOU HAVE:**

- 3+ years' experience in a multi-faceted people and culture/human resources role, with proven experience in the core areas of the position. Experience with HR Management in an organization, or managing other significant responsibilities in an HR role, is a plus.
- Experience working with organizational diversity, equity, inclusion, and access efforts.
- Strong knowledge of HR principles, legal employment practices and procedures, and Federal/State/City labor laws and regulations.
- Strong interpersonal skills and an empathetic and collaborative work style.
- Ability to handle sensitive and confidential matters with discretion and responsibility.
- Excellent time management, problem solving, and organizational skills.
- Capacity to work independently, take initiative, and implement decisions consistent with museum policy, culture, and commitment to equity.

#### **ADDITIONAL DESIRED EXPERIENCE:**

- A degree or certificate in an HR related field, or an HR professional certification such as PHR or SHRM-CP.
- Experience with Workday and/or Paychex.
- Experience or interest in working in an arts and culture organization or higher education setting.

If the above description does not fit you precisely but you think you would be an excellent fit for this role, please apply. We encourage you to speak directly to areas of potential growth, interest, and/or experience in your cover letter.

**STATUS:** Regular Full-time (90% FTE); FLSA exempt; Benefits eligible

#### **BENEFITS:**

- **Medical, Dental, Vision:** Eligible to enroll in the Henry's medical, dental, and vision insurance package. The Henry pays 100% of the cost for employees.
- **Vacation:** Accrue Vacation hours at a rate that increases with years of service, beginning at a rate of 9 hours per month (equivalent to 12 days).
- **Holidays and Holiday Credit:** 11 paid holidays, plus 1 annual personal holiday; eligible to accrue Holiday Credit hours for holidays falling on non-work days at a rate of 7.2 hours per holiday.
- **Sick Leave:** Sick leave accrued at a rate of 1 hour per every 40 hours worked.
- **Retirement:** Employees can elect to participate in the Henry's 403(b) retirement plan and make contributions through deferred compensation; after six months of employment, the equivalent

of 3% of your compensation will be contributed by the Henry.

**The employee will have also have access to or receive:**

- Affiliate University of Washington employee status, with access to such things as: the UW library system, ability to purchase an IMA gym [membership](#).
- One UW Professional and Organizational Development ([POD](#)) Course per year
- A Professional Membership to the American Alliance of Museums ([AAM](#)).
- Up to \$50.00 reimbursement for materials towards the employee's understanding of Diversity, Equity, Accessibility, and Inclusion.
- Public Transportation Subsidy: the Henry will fully reimburse the cost of a quarterly [U-PASS](#), or up to \$150 of actual expenses for ORCA purchases per quarter.

**APPLY:** Please send a cover letter and resume to [opportunities@henryart.org](mailto:opportunities@henryart.org), in one PDF if possible, with "People and Culture Manager" in the subject line. Applications received by Friday October 11, 2024 will be reviewed first. No phone calls, please.