The Newark Museum of Art

Position Announcement

Director of Human Resources

Background:

The Newark Museum of Art, located in New Jersey, is the state's largest museum. It holds fine collections of American art, decorative arts, contemporary art, and arts of Asia, Africa, the Americas, and the ancient world. Its extensive collections of American art include works by Hiram Powers, Thomas Cole, John Singer Sargent, Albert Bierstadt, Frederick Church, Childe Hassam, Mary Cassatt, Edward Hopper, Georgia O’Keeffe, Joseph Stella, Tony Smith and Frank Stella.

Position Objective:

Reporting to the CEO, the Director of HR manages and guides the overall human resources programs for the Museum in the following major areas: HR compliance and policy development, benefits and pension programs, labor relations and negotiation, employee relations, performance management, organization-wide training programs, compensation, recruiting, employee safety, welfare, and wellness. The Director of HR is responsible for overseeing the Museum's recruitment strategies, diversity and inclusion programs, and payroll processing. This position is a working director level position that requires a proactive, hands-on approach and interfaces with all levels of staff, including those represented by a bargaining unit. This position will also be on the leadership team and will provide advice and counsel on best practices for HR.

Specific Duties and Responsibilities:

- Directly responsible all areas of HR compliance ensuring compliance with all existing government, labor, and regulatory agencies. This includes proactively creating and updating HR policies and procedures, updating the employee handbook yearly, and overseeing all HR programs. Responsible for identifying any/all areas of risk and identifying opportunities for improvements.

- Directly responsible for managing all aspects of the employee benefit and pension programs, working with the benefit broker and Museum management to maintain best in class benefits for all employees. Responsible for managing all leave of absences and accommodations.

- Actively participate in the leadership team and provide ongoing input on best practices in HR and provide daily and long-term strategic initiatives.

- Directly responsible for maintaining an excellent relationship with the Museum’s Union. Work closely with Museum leadership to negotiate the Collective Bargaining Agreement, ensure proper execution of all Union requirements, and communicate directly with staff represented by the bargaining unit.
• Implement employee relations practices necessary to establish a positive employer-employee relationship and a high level of employee morale and motivation. Conduct investigations if necessary utilizing best practices and thorough processes. Coach and mentor employees at all levels of the organization.

• Oversee management of a performance management process that allows for regular conversations and feedback, transparency, and clear SMART goals for all employees.

• Actively support the Museum’s inclusion based initiatives in hiring and promoting staff from diverse backgrounds.

• Provide organizational support and guidance to the Museum’s DEAI (Diversity, Equity, Access, and Inclusion) committee in order to ensure that its goals are being met.

• Coordinate staff training in DEAI based areas and develop organization-wide training programs, gather input from employees, and proactively identify trainers and/or trainings that will benefit the organization as a whole.

• Responsible for all aspects of recruitment, including full and part-time staff and interns. Collaborate with hiring managers on comprehensive recruitment plans, including diversity strategies.

• Define and oversee Museum’s compensation planning.

• Implement technology to streamline workflows that will help increase productivity for both HR staff and Museum employees.

• Manage and lead a team of HR professionals.

• Develop and maintain annual HR budget.

• In conjunction with the Director of Facilities, lead and implement an organizational safety and health program.

**Qualifications:**

• Extensive Generalist knowledge in all aspects of Human Resources. Must be a great collaborator and align with the Museum’s interest in fostering a civil, respectful, and inclusive environment for all Museum employees and guests.

• Ideal candidate will possess demonstrable experience in working towards promoting diversity, equity, inclusion and access, either in their personal endeavors or in the workplace, and will keep themselves abreast of the current conversations around DEAI best practices in order to better serve the Museum’s efforts to make itself a more equitable and inclusive organization.

• Excellent leadership, interpersonal, communication, coaching, and project management skills.
**Education and Work Experience:**

- 7 to 10+ years’ experience working as a leader and Generalist within the Human Resources industry
- 5+ years of demonstrated progressive leadership experience
- Experience in overseeing Payroll using ADP Workforce Now
- Labor Relations and negotiation is highly desirable
- PHR/SPHR certification a plus but is not an absolute requirement
- Museum Industry experience a plus but is not an absolute requirement

**Compensation and Benefits:**

The Director of HR is a full-time, exempt position. Our compensation structure—as well as our approach to future compensation adjustments—is transparent to all Museum employees. We will always share more about our approach to compensation upon request.

**Send letter of application and resume to:**

Human Resources  
The Newark Museum of Art  
49 Washington Street  
Newark, NJ 07101  
Fax#: 973-642-0459  
Email: humanresources@newarkmuseumart.org

The Newark Museum of Art is an Equal Opportunity Employer and does not discriminate against candidates based on race, age, gender, gender expression, gender identity, sexual orientation, physical disabilities, or any other category protected by law in all employment decisions, including but not limited to recruitment, hiring, compensation, training, promotion, lay-off and termination, and all other terms and conditions of employment.