



Director of People & Culture

Union Arts Center, home of ACT Contemporary Theatre & Seattle Shakespeare Company, is excited to announce an opening for a Director of People & Culture (DPC). Union Arts Center (UAC) has successfully launched our inaugural season, which includes both contemporary and classical works. This is a momentous opportunity to join our merged organization within a collaborative and creative work environment. We strive to create an inclusive, welcoming, and meaningful work environment for all and the DPC is a crucially important part of leading cultural efforts for the organization.

The DPC is an integral member of the senior leadership team and plays a pivotal role in shaping company culture, attracting top talent, shaping staff communication, and ensuring the well-being and development of our team members. They are responsible for effectively stewarding UAC's work culture and fostering a positive and inclusive workplace. The DPC is responsible for building and strengthening policy and process, performance management, and mitigating legal risk. The DPC will evaluate, identify, and execute best practices in employee management and organizational culture and serve as the authority on all Human Resources related matters.

This role works closely with department heads across the organization to recruit, develop, and retain talent, foster positive and production employee relations, and oversee the full scope of employee experience for our incredible workforce – including but not limited to onboarding, annual reviews, compensation evaluation, exit interviews, and off boarding. The DPC is responsible for overseeing and communicating employee benefits and ensuring compliance with local, state, and federal laws and ordinances.

The DPC will be a leader for the organization's commitment to Equity, Diversity, Inclusion, Accessibility, and Belonging. They will both model and provide leadership in racial equity, diversity, and inclusion principles, and strive for equitable experiences at all levels of the organization.

The annual salary for this full-time, exempt position is \$123,000. The role is a primarily onsite position. UAC provides comprehensive benefits, including access to medical insurance, with UAC paying 92% of monthly deductible for the HMO plan, and dental and vision insurance with employee contribution. Long term and life insurance premiums are fully covered by UAC. We offer 11 paid holidays, access to a 403b plan and \$6 downtown Seattle parking and free tickets to UAC productions. PTO begins at 20 days per year and employees accrue sick time per Seattle Paid Sick and Safe Time (PSST).

Please apply by email your resume and a cover letter outlining your interest in the position and your qualifications at work@unionartscenter.org. If accommodations may be needed for the application process, please contact work@unionartscenter.org.

Roles & Responsibilities include:

- Provide vision and leadership in the development, design, communication, and implementation of effective, sustainable, and transformative HR strategies, program, policies, and services across the various functions within the HR space
- Align People & Culture practices with organizational strategy, define, communicate, and manage HR roadmap to support organizational goals, priorities, values, and mission
- Ensure legal compliance, reporting, and practices are in place and remain current in local, state, and federal laws, manage all labor and employment compliance issues, working with outside HR/legal counsel as necessary
- Craft and deliver continuous staff communication to ensure employees are updated and integrated into organizational efforts
- Continuously assess and update the Company Member Handbook and other staff-facing HR-related communications
- In combination with managers, assess and refine job descriptions to ensure they are reflective of organizational need and functional operations
- Partner in CBA negotiations and other labor relations matters with the General Manager and other senior leadership
- Lead internal and external efforts to build a thriving team with dynamic individuals
- Supervisor, train, and collaborate with hiring managers to execute all employee life cycle priorities, including job description development, standardized hiring practices, and ensuring routine employee feedback
- Foster an inclusive and functioning workplace by acting as the primary contact and liaison for employee relations, compliance, benefits, and policy questions or concerns
- Facilitate the Inclusivity Working Group meetings and steward EDIAB strategy to ensure the organization is an equitable and inclusive workplace
- Serve as primary point of contact for all issues under the EDIAB umbrella
- Maintain a pulse on the culture through employee surveys, suggestions, company meetings, and by being a proactive, trusted, and open listener
- Further refine a comprehensive onboarding process that introduces and integrates new staff into the culture of UAC, and ensures they have the necessary resources for success
- Manage and ensure compliance with personnel-related policies
- Develop and strengthen staff competency to regularly engage in feedback conversations and encourage managers to coach and mentor team members effectively
- Maintain confidential employee files
- Oversee and document employee investigation and progressive discipline actions, work to successfully resolve issues in partnership with appropriate leadership
- Partner with Managing Director ensuring appropriate implementation of compensation philosophy & total rewards strategy, with equity and organizational success in mind
- Engage with UAC's Benefits Brokers to ensure benefits are competitive and cost-effective
- Manage and communicate annual open-enrollment process and eligibility
- Oversee the administration of 403(b), commuter benefits, disability, workers' compensation
- Act as third-line payroll reviewer, in addition to Finance Dept and General Manager, to ensure accuracy of pay and benefits
- Other duties as assigned



Experience & Qualifications:

- Minimum of 5 years of progressive HR experience, with experience leading HR for a small to mid-sized organization
- Professional, current HR certification strongly preferred (HRCI or SHRM)
- Strong documented experience in change management, organizational development, and communication best practices with a diverse group of stakeholders
- Hands-on and strategic knowledge and experience across all HR disciplines: EDIAB/DEI best practices and leading informed initiatives, talent acquisition, employee engagement and morale, labor relations, compensation, and learning and development
- Highly skilled communicator (written and verbal) and relationship builder
- Demonstrated deep knowledge of HR best practices, labor laws, and compliance requirements at the local, state, and federal level
- Must have prior experience leading conversations on equity and inclusion, and a demonstrated record of influencing team members to approach all work with an equity lens
- Ability to identify, remain neutral, and resolve HR-related issues with care, thoughtfulness, and empathy, while maintaining a high level of confidentiality as needed
- Superior interpersonal communication, conflict resolution, and coaching skills
- Extraordinary reasoning abilities and sound judgement
- Experience in team building and leading organization-wide efforts effectively with people from diverse backgrounds and experience
- Self-starter with the ability to envision and confidently execute comprehensive HR responsibilities from start to finish
- Excellent computer skills, including Microsoft Office Suite
- Ability to pass a background check conducted under Fair Chance Employment legal standards

Equal Opportunity Employer

Union Arts Center is an equity opportunity employer and does not discriminate against employees or job applicants on the basis of race, color, religion, creed, sex, age, national origin, military and/or veteran status, disability, sexual orientation, gender identity or expression, neurodiversity, education, socio-economic status, cultural affiliation, language, marital or family status, genetic information, political ideology, actual or perceived status as a victim of domestic violence, sexual assault, or stalking or any other status or condition protected by the applicable federal, state, or local laws or other characteristics prohibited by law.