



JOB POSTING
Human Resources Generalist

The Music Center is one of the largest and most highly regarded performing arts centers in the country with a vision to deepen the cultural lives of all Angelenos. As L.A.'s premier performing arts destination, it has long been at the forefront of presenting innovative and critically acclaimed programs. With four iconic theaters and four renowned resident companies – Center Theatre Group, the LA Master Chorale, the LA Opera, and the LA Philharmonic – The Music Center is a place where audiences find inspiration in live performance. The Music Center also programs and manages Grand Park, a 12-acre adjacent greenspace. In addition to its illustrious dance programming, free and low-cost engagement experiences and nationally recognized arts learning programs, The Music Center partners with local communities to expand events and activities beyond its downtown campus directly into schools and neighborhoods.

Reporting to the Senior Vice-President of People and Culture, the HR Generalist is responsible for human resources functions including recruitment, employee relations, compensation, employee development, and performance management. The HR Generalist will work with assigned client groups and provide advice using expertise and analytical skills to resolve issues.

Duties and Responsibilities

- In a customer service fashion, respond to employment related inquiries from employees and supervisors
- Escalates issues and questions to ensure timely resolution, including, but not limited to intake of employee complaints, grievances, and investigations
- Conduct investigations and participates in employment terminations as needed
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies
- Provide employees and managers guidance on a variety of HR processes, including interpretation of policies and procedures
- Manage full cycle recruitment process for assigned client groups
- Execute day to day administrative tasks
- Supports new hire orientations
- Conduct exit interviews
- Respond to unemployment claims
- Maintains compliance with federal, state, and local employment laws and regulations and collective bargaining agreements
- Support DEIA strategies and actively participate in implementation of new programs and policies and procedures

- Identify areas of improvement and bring new ideas to the department and organization to engage, motivate and influence staff
- Perform other duties as assigned

Qualifications and Requirements

- Bachelor's degree required
- 4-7 years progressive HR experience
- PHR or SHRM-CP certification desired
- Experience in employee relations and performance management
- Knowledge of compensation practices
- Excellent verbal and written communication skills
- Possess strong organizational skills and have the ability to multi-task
- Strong analytical and problem solving skills
- Ability to work independently and also be a team contributor
- Ability to work with all levels of staff
- Act with integrity, confidentiality, and professionalism
- Strong HRIS user experience, preferably with ADP
- Proficient with Microsoft Office Suite or related software

SALARY: The salary range for this position is \$80,000 - \$85,000 a year. This is a full-time, exempt position. Compensation package includes medical, dental and vision health plans, welfare insurance benefits, a 401(k) plan with employer contribution, and paid vacation and sick days.

VACCINATION POLICY: The Music Center requires its employees to be vaccinated against COVID-19, subject to certain exemptions as required by law. New hires working at The Music Center must be fully vaccinated no later than 60 days after hire and until they are fully vaccinated will be required to submit weekly proof of negative laboratory COVID-19 test and submit to additional masking and social distancing requirements. Please contact The Music Center's Human Resources Department for a copy of the vaccination policy.

HOW TO APPLY:

To apply, please click [here](#). Please submit a cover letter and resume the required information and upload documents as noted. Incomplete submissions will not be considered.

Equal Opportunity Employer