



## Position Description

**Position Title:** Human Resources Manager

**Reports to:** Executive Director

Joining the MIM Team means advocating for and assisting in achieving long-term sustainability of a premiere cultural destination with a national and international reputation. As MIM completes its 11<sup>th</sup> year of operation, it is an exciting and pivotal time in the museum's history. This role presents a unique opportunity for an accomplished HR professional to join a world-class organization with an exceptionally talented team focused on advancing the mission of MIM for future generations.

**Our Mission:** The Musical Instrument Museum (MIM) enriches our world by collecting, preserving, and making accessible an astonishing variety of musical instruments and performance videos from every country in the world. MIM offers guests a welcoming and fun experience, incomparable interactive technology, dynamic programming, and exceptional musical performances. MIM fosters appreciation of the world's diverse cultures by showing how we innovate, adapt, and learn from each other to create music—the language of the soul. For more information please visit our website [www.MIM.org](http://www.MIM.org)

**Summary:** The human resources manager is part of the senior leadership team and is responsible for overseeing MIM's human resource function including recruitment, employee relations, payroll, benefit administration, compliance, training, compensation, and performance management. As a strategic partner, the HR manager balances his/her role as an effective advocate for the museum and its mission, and the MIM team.

### Responsibilities:

- Recruitment - Revises position descriptions, implements recruiting strategies for open positions, screens applicants, conducts interviews, administers assessments and reference checks as needed
- Provides current and prospective team members with information about compensation, benefits, and policies
- Administers bi-annual performance appraisal process
- Coordinates new hire orientation and on-boarding process
- Advises and trains managers on organizational policies such as equal employment opportunity, sexual harassment, etc...
- Counsels and guides managers on employee relations issues

- Determines training needs, conducts management training sessions and makes recommendations for outside training as needed
- Develops and maintains record-keeping systems and procedures for reporting HR data
- Assists with payroll processing and approves bi-weekly payroll
- Maintains and updates employee handbook
- Creates and maintains HR budget
- Works with outside counsel to ensure legal compliance of the organization as needed
- Works with third party administrators for all benefit plans
- Manages HR Specialist (one direct report)

**Minimum Qualifications:**

- Bachelor's degree required + 10-15 years of experience as an HR Manager or supervisory role.
- Ability to problem-solve, work independently, and excel in a high-performance culture.
- Excellent verbal and written communication skills
- Strong computer skills in Windows-based applications, including Word, Excel, Outlook

**Desirable Qualifications:**

- SPHR/PHR designation
- Advanced degree in Human Resources Management
- Experience with ADP payroll
- Experience working with a non-profit organization
- Love for world music and musical instruments is a plus!

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=618e6cec-0201-4f4a-8957-17b53a2a008e&cclId=19000101\\_000001&jobId=408055&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=618e6cec-0201-4f4a-8957-17b53a2a008e&cclId=19000101_000001&jobId=408055&source=CC2&lang=en_US)