

HUMAN RESOURCES SPECIALIST sought by OREGON SHAKESPEARE FESTIVAL, in Ashland, Oregon. 40 hrs/wk. Duties: In collaboration with and under the supervision of the Director of Human Resources, the person in this position is responsible for ensuring the smooth implementation and logistical soundness of core Human Resources functions and systems (e.g. recruitment, benefits administration, HRIS), for developing and monitoring metrics for HR systems, for active support and leadership of the organization's diversity/inclusion efforts, for aligning HR processes consistent with the company goals and best practices, and for other programs that positively impact the organizational culture of the Festival. This position is performed in a performing arts environment; therefore, these duties must be executed applying strong sensitivity to customs and cultural traits commonly found in artistic environments. Specifically:

- Works with managers to analyze jobs and to develop sound and complete job descriptions; in collaboration with HR Assistant ensures smooth functioning of recruitment effort for all regular company members and temporary employees; conducts new-employee orientations; writes and places advertisements. Monitors recruitment practices to ensure the integrity of the Festival's recruitment policy, and implements the Festival's job grading process.
- In coordination with HR Assistant, administers and maintains company benefits programs; advises employees on eligibility, coverage, and other benefits matters.
- In coordination with HR Assistant, administers and maintains company benefits programs. Functions as a liaison between vendors and employees and advises employees on eligibility, coverage, and other benefits matters. Develops and communicates various Human Resources policies, procedures, laws, standards and government regulations.
- Actively supports Festival's Diversity and Inclusion effort. Serves on Diversity & Inclusion Planning Council (DIPC). Coordinates the activities of the Inclusion Action Committee (IAC). Collaborates in the development and implementation of evaluation standards for diversity and inclusion efforts.
- Ensures robust support and maintenance of the Human Resource Information System (HRIS) and various HR-related technology initiatives (e.g. Employee Self Service, Cyber Recruiter, and Benefits Messenger). Partners with Information Technology Service staff to ensure consistency and integrity of data, for implementation and testing, report writing and training. Also supports HRIS upgrades, patches, testing and other technical projects as assigned.
- Collaborates in the reengineering of other HR processes, including the implementation of new practices and systems which add value to the Company (examples: applicant tracking system, employee self service program, streamlining of HR functions between the Artistic office and the Human Resources department, orientation/introduction process, staffing/ talent management practices, etc.).
- Works with the Director of Human Resources, department heads and other parties to design and implement training curriculum which enhances the managerial competencies of supervisors and other employees. Evaluates effectiveness of training programs through the use of metrics.
- Collaborates with Director of Human Resources to conduct investigations, mediations, and other employee relations matters, and makes recommendations for actions to be taken.
- Creates employee communications and ensures they are current and accurate. Coordinates translation services and communication of policies and procedures with employees who cannot communicate effectively in English.
- In conjunction with Director of Human Resources, evaluates the effectiveness of current HR programs and practices and identifies opportunities for improvement.
- In conjunction with the Director of Human Resources and the Human Resources Assistant, communicates and trains the workforce in the compensation and benefits program.
- Oversees special events for staff as assigned.
- Supports Festival Wellness Initiative. Serves on Health Team.
- Conducts Human Resources activities and programs in compliance with applicable laws, regulations and Festival policy.

- Ensures sound and thorough documentation and record-keeping practices are in place for all departmental activities.

Min. Requirements: Bachelor's degree in Human Resources, Labor and Employment Relations, Organizational Development, Industrial Relations, or related field, or foreign equivalent; and two years of work experience in Human Resources, with demonstrated successful development and implementation of training and diversity and inclusion programs, including one year of benefits administration experience, and two years of Human Resources Information Systems (HRIS) experience (including data analysis and report writing), and one year of recruitment experience. One year of paid experience in a performing arts environment. All required education and experience may have been obtained concurrently. Proficient in computer applications including Microsoft Office (Word, Excel and PowerPoint). Please mail resume to: Andrea Matteson, 15 S. Pioneer Street, Ashland, OR, 97520.