

DIRECTOR OF HUMAN RESOURCES

About YoungArts

The National YoungArts Foundation (YoungArts) was established in 1981 by Lin and Ted Arison. YoungArts' signature program is an application-based award for emerging artists ages 15–18 or in grades 10–12 from across the United States. Selected through a blind adjudication process conducted by an independent panel of highly accomplished artists, YoungArts winners receive valuable support, including financial awards of up to \$10,000, professional development and educational experiences working with renowned mentors—such as Debbie Allen, Mikhail Baryshnikov, Plácido Domingo, Frank Gehry, Jeff Koons, Wynton Marsalis, Rebecca Walker and Carrie Mae Weems—and performance and exhibition opportunities at some of the nation's leading cultural institutions. Additionally, YoungArts Winners are eligible for nomination as a U.S. Presidential Scholar in the Arts, one of the nation's highest honors for high school students who exemplify academic and artistic excellence. U.S. Presidential Scholars in the Arts receive a Presidential Medal at the White House and perform and exhibit at the Kennedy Center and the Smithsonian.

Mission

The National YoungArts Foundation identifies and nurtures the most accomplished young artists in the visual, literary, design and performing arts and assists them at critical junctures in their educational and professional development. YoungArts aspires to create a community of alumni that provides a lifetime of encouragement, opportunity and support.

The Role

YoungArts is seeking a **Director of HR** with a proven track record of building high performing teams and cultures. Reporting to the Chief Operating Officer, the HR Director's mission is to oversee the recruitment, onboarding, compensation and benefits for the organization and promote a passionate, creative, high performance internal culture.

As part of the YoungArts leadership team, this individual will play a key role in:

- Acting as a cultural ambassador of the YoungArts mission, both internally and externally.
- Supporting the CEO and COO in delivering and reinforcing key messages to engage and empower employees.
- Serve as a strategic partner to the CEO and COO to ensure the HR plan is aligned to and drives the overall strategic vision of the organization.

Overall responsibilities will include:

- Establishing a framework to recruit, onboard and retain high performing, passionate employees
- Identifying external talent who will fit the culture and pace of YoungArts
- Maintaining a strong pulse of the organization and coaching the CEO, COO and Board on key HR issues which might arise.
- Reviewing all recommendations on hiring, promotions and terminations; interviewing candidates as needed.
- Organizational Design: structuring teams and departments. Can build career paths that motivate current employees and attract new talent to the organization.
- Coaching and Development: coaching employees and managers to understand what great performance looks like and how they can improve and develop in their current role and in future roles.

- Developing and executing a performance management strategy that supports a culture of feedback-driven development, continuous learning and growth.
- Setting the company compensation structure and pay policies (hiring, merit and promotions).
- Leading organization compliance with all existing governmental and labor legal and government reporting requirements including any related to the Equal Employment Opportunity (EEO), the Americans With Disabilities Act (ADA), the Family and Medical Leave Act, Employee Retirement Income Security Act (ERISA), the Department of Labor, worker compensation, and, the Occupational Safety and Health Administration (OSHA) in order to be both compliant, protect the interest of employees and minimize organization risk/exposure to lawsuits.
- Obtaining cost-effective, employee-serving benefits; monitoring national benefits environment for options and cost savings and recommending changes aimed at employee satisfaction and retention.
- Building and maintaining up-to-date HR policies that are simple, clear and easy-to-understand.

The Candidate

The successful candidate will be an HR leader with a passion for identifying and developing top talent and has significant experience building HR and talent processes which support the development of a high performance, creative culture. The candidate will be excited to help make YoungArts an organization that attracts and nurtures top talent – an organization that is recognized as a top national employer for individuals with a passion for the arts and nurturing young talent.

S/he will:

- Be an excellent communicator – internally and externally (with key donors and Board members).
- Have outstanding interpersonal relationship building and coaching skills.
- Have knowledge and experience in recruitment, onboarding, and employee coaching.
- Have experience in the administration of benefits & compensation programs and the building of key HR policies & talent practices (employee engagement, internal communication activation, team building, etc)
- Hold a B.A. or equivalent in Human Resources, Business, or Organization Development.
- Have ~ 7 years of progressive leadership experience in Human Resources.

Location

This position will be based in Miami, Florida.

Compensation

A competitive compensation package including salary, health, 401k and paid-time-off benefits.

The National YoungArts Foundation is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal, state and local law.

To Apply

Send your resume and a cover letter with salary history to careers@youngarts.org . No phone calls, please.

Supplemental Information

A background check must be completed satisfactorily before any candidate may commence employment with YoungArts.