

HISTORIC TENNESSEE THEATRE FOUNDATION HR GENERALIST

POSITION SUMMARY

Reporting to the Executive Director, the HR (Human Resources) Generalist is responsible for human resources duties such as employee records, onboarding, engagement, and employee relations, as well as completing payroll and benefits administration for all employees of the Tennessee Theatre. This is a non-remote, full-time, exempt position of the Historic Tennessee Theatre Foundation (HTTF), a nonprofit organization.

ABOUT THE TENNESSEE THEATRE

The Tennessee Theatre is an ornate, historic movie palace fully renovated into a multi-purpose performing arts venue. It hosts more than 175 events annually, ranging from touring concerts, comedy, and Broadway; resident symphony, opera, and jazz performances; classic movies; children and family events; patron events; and private rental events. It is a treasured architectural landmark, a cultural cornerstone of the region, and an entertainment destination beloved by generations of audiences. The HTTF mission is to preserve and operate the Official State Theatre of Tennessee as an arts and entertainment cornerstone for the cultural enrichment and enjoyment of all.

PRIMARY DUTIES AND RESPONSIBILITIES

Human Resources Administration

- Complete and maintain employee records for approx. 25 full-time employees.
- Complete on-boarding paperwork (FT and PT employees) and oversee general orientation information (FT only) of new hires.
- Complete off-boarding paperwork and maintain former employee files.
- Complete employment verifications and unemployment claims responses.
- Assist Executive Director in developing workplace policies and procedures.
- Develop and maintain employee handbook and other supporting documents.
- Serve as primary contact for conflict resolution and mediation for employees.
- Serve as strategic HR advisor to Executive Director.
- Assist Executive Director in the annual review process of Senior Directors.
- Assist Senior Directors in the annual review process of their respective direct reports.
- Maintain company calendar including holidays/other company-wide notifications, birthdays, work anniversaries, etc.
- Assist in coordination of company-wide social events and other team-building activities.
- Other related duties as assigned.

Payroll and Benefits Administration

- Prepare and submit bi-weekly payroll for approx. 25 full-time employees to third party processor.
- Submit payroll information for approx. 100 part-time/seasonal employees to third party processor.
- Assist with payroll-related audits or audit requests.
- Maintain payroll files and documentation, tracking changes, deductions, and other employee or management requests.
- Complete and maintain paperwork and documentation of all employee benefits, including but not limited to medical, dental, and vision coverage; retirement plans and life insurance; short-term disability; etc.

- Maintain relationships and serve as primary contact with benefits providers and representatives, including but not limited to payroll services, insurance brokers, retirement planners, etc.
- Remain informed and up to date on employee benefit options and consult with the Executive Director in preparation for renewals and/or changes to benefit plans.
- Other related duties as assigned.

OTHER DUTIES

- Schedule and coordinate executive committee and full board meetings, including sending reminders and tracking attendance, confirming meeting location (or setting up Zoom), ordering food and/or beverages if applicable.
- Assist in management and scheduling of Executive Director's calendar.
- Other related duties as assigned.

QUALIFICATIONS

- 5 years' experience in HR, including 1+ year(s) of employee relations, is required.
- One or more relevant HR certifications (PHR, HRCI, SHRM – CP, or similar) are highly preferred.
- Computer literacy and technology proficiency in standard word processing and spreadsheet office applications required.
- Knowledge of state and federal employment laws preferred.
- Experience with processing payroll and benefits administration preferred.
- Experience with payroll software applications preferred.
- Maintains strict confidentiality, both internally and externally.
- Ability to organize and prioritize workload.
- A high attention to detail, with an ability for presenting information concisely and accurately.
- Excellent interpersonal skills.
- Able to communicate effectively across multiple channels including phone, email, and in person.
- Comfortable working in a busy, sometimes distracting open office environment.
- Strong contributor within a team environment.
- Quick learner and ability to apply new knowledge.

SALARY

Commensurate with experience, qualifications, and strength of application/interview process.

TO APPLY

Send full cover letter and resume to jobs@tennesseetheatre.com with "HR Generalist" in the subject line. No phone calls please. Not all applicants will be contacted.