



Job Description

Job Title: Human Resources Officer	Updated: August 2025
Department: Executive Director	FLSA Status: Exempt
Reports to: Executive Director	Monday through Friday with occasional Saturdays

Job Summary

The Human Resources Officer is a full-time, on-site position that works closely with the Museum's Executive Director and senior leadership team to perform HR-related duties in the following functional areas: benefits administration; payroll; employee and community continuing education and training; recording, reviewing, and keeping accurate and up-to-date personnel records; recruitment and onboarding of new employees; working with the Executive Director and managers on performance management; assisting with policy administration; and providing customer service to all employees, volunteers, contracted art handlers and educators. This position also assists the Executive Director with special projects and serves as a back-up to in select Finance Department areas as necessary.

This position requires the highest degree of confidentiality, technical competence, and professionalism in performing all duties.

Job Duties

- Under direction of Executive Director, manage all aspects of human resources and maintain employee records
- Create job postings, communicate with candidates, and maintain legal and necessary files
- Perform bimonthly payroll processing, including updating payroll system for paid time off and 403(b) payments
- Communicate with payroll vendor all updates and record changes for internal files
- Oversee and recruit, interview, and hire employees, contracted art handlers, and contracted educators in consultation from the senior leadership team and Executive Director
- Maintain employee relations, conduct disciplinary actions when appropriate, handle

grievance procedures and processing in consultation with the Executive Director

- Assist Visitor Services and Volunteer Manager with volunteer relations when required; provide feedback on volunteer job descriptions and assist with onboarding as needed
- With Executive Director, oversee benefits, including oversight of HR vendors (to include but not limited to health and dental insurance, life insurance, short and long-term disability insurance, and 403(b) retirement plan)
- Handle internal inquiries, complaints, injuries, and workers compensation
- Perform monthly reconciliation for all employee benefits and oversee COBRA benefit programs
- Serve as a back-up/second set of eyes for the Finance area (examples include but not limited to processing checks when the Accountant is out, depositing cash at the bank, reviewing ETFs and wire transfers, etc.)
- Assist the Executive Director in policy formulation, hiring and salary administration
- Create and oversee all new employee on-boarding including but not limited to offer letters, orientation, credential set-up, handbook review, and benefit education/enrollment
- Work with managers to provide template, collect, and advise on employee performance evaluations on an annual basis
- Oversee the annual review of the HR full-time and part-time employee handbooks to ensure compliance with federal, state, and local laws
- Working with department leads, oversee all contracts and agreements with contracted workers to ensure compliance
- Develop and implement internal plan for employee continuing education opportunities
- Develop and implement professional development trainings for Museum employees
- Develop and implement a professional training program for arts/culture, health/human services community partners
- Assist with and implement employee recognition program
- Assist at the Visitor Services Desk during 1 pm daily tours
- Assist with special projects related to the Museum's 75th anniversary led by the Executive Director (examples include but not limited to archival research, writing brief summaries, etc.)
- Assist cross-departmentally with preparation for the Museum's American Alliance of Museums re-accreditation
- Assist with other special projects as assigned by the Executive Director
- Perform other duties as may be assigned

Knowledge, Skills and Abilities

Strong organizational, human resources and time management skills; proficient computer skills including spreadsheets and payroll/benefits software and programs; ability to maintain utmost confidentiality and work independently; must possess excellent written and oral communication skills. Experience and skills related to curriculum development and delivery of trainings, either one-on-one or with large groups.

Training, Education and Experience

Four-year college degree preferred

Eight years' experience in human resources

Two years' experience with professional development curriculum development, implementation, and trainings

Demonstrable skills in Microsoft Office software

Two years' experience working in a non-profit environment preferred

Strong history of organizational skills, benefits management, and employee relations

Ability to work with diverse staff members, vendors, and volunteers

Special Requirements

Regular on-site attendance required including participation in Museum-wide fundraisers and events.

Physical Demands and Work Environment

Must be able to stand, walk, bend and sit; ability to use hands, wrists and/or fingers repetitively, typing, writing, grasping, pulling, pushing and reaching with hands and arms; must be able to see, talk and hear; ability to occasionally stoop in opening drawers or moving computer, phone and IT equipment as required; must have the ability to lift up to 40 pounds.