



## Director of People & Culture

Salary: \$110,000 - \$120,000 Annually

Status: Full-Time, Exempt

### **About ACT**

ACT is where artistic ambition and civic engagement unite. We envision a world where the power of theatre expands our collective understanding of community and our own humanity. Over the last 57 years, ACT has supported these voices as they sharpen and grow and has honed its mission around nurturing the theatre makers of the next generation. As the voice of the Pacific Northwest, our commitment to New Works by local playwrights brings Seattle's voice beyond our stages, and into the national conversation. ACT is dedicated to producing bold, relevant, works on contemporary themes that spark an authentic curiosity about the human condition to deliver groundbreaking work.

ACT strives to be a meaningful place to work. We take pride in our accomplishments and recognize our work is dependent upon our highly skilled colleagues and dynamic work teams. We want our art to be joyful and our work to have a spirit of adventure. It is our belief that thoughtful guardrails bolster an environment where we can all be brave and buoyant together. We work hard at building strong and productive relationships and use respectful communication and feedback to maintain them at the highest level. Taking great care to ensure and promote the safety and the wellbeing of our employees, our community, and the environment, we strive to always bring your best self, and to honor the best in others.

### **Our Values**

Forward Thinking \* Quality & Integrity \* Learning & Development \* Inclusive \* Transformative \* Civic Minded  
\* Healthy Relationships & Mutual Respect \* Wellbeing

### **About the Role**

Do you have a passion for people and making a difference? Do you have a commitment to Equity, Diversity, Inclusion, Accessibility, and Belonging? As we continue to grow, we are looking for an experienced and purpose-driven leader in the Human Resources space.

The Director of People & Culture (DPC) is an influential member of the senior leadership team and plays a pivotal role in shaping our company culture, attracting top talent, and ensuring the well-being and development of our dedicated team members. They are charged with effectively stewarding ACT's work culture and fostering a positive and inclusive workplace. The DPC is responsible for building on and strengthening policy and process, and mitigating risk exposure wherever possible. They will coach, nurture, and develop a wide variety of administrative, operational, finance, managerial, and production employees. The DPC will evaluate, identify, and execute best practices in employee management and organizational culture and serve as the authority on all Human Resources related matters.

This role works closely with department heads across the organization to recruit, develop, and retain talent, foster positive and production employee relations, and oversee the full scope of employee experience for our incredible workforce – including but not limited to onboarding, annual reviews, compensation evaluation, exit interviews, and off boarding. Director of People & Culture will also be responsible for securing and administering all employee benefits, ensure compliance with local, state, and federal laws and ordinances, and oversee operational functions such as payroll.

The Director of People & Culture will be a leader for the organization's commitment to Equity, Diversity, Inclusion, Accessibility, and Belonging. They will both model and provide leadership in racial equity, diversity, and inclusion principles, and strive for equitable experiences at all levels of the organization. They are a

thought leader in the HR space and serve as a partner to the Managing Director in ensuring the organization operates with both intention and integrity.

Benefits include medical insurance, dental, vision and life insurance are also available, commuter benefit, Employee Assistance Program, 11 paid holidays, 403b plan available, access to \$5 downtown parking, and free tickets to ACT productions. Paid Time Off begins at 20 days per year. Sick time accrues per the Seattle Paid Sick and Safe Time Ordinance. This position is available for hybrid work.

**Responsibilities Include (But Are Not Limited To):**

- Provides vision and leadership in the development, design, and implementation of effective, sustainable, and transformative HR strategies, programs, policies, and services across the various functions within the HR space
- Provide leadership and support for organizational development, performance management, leadership development, talent acquisition, compensation, benefits, leaves, and employee relations
- Ensure legal compliance, reporting and practices are in place and remain current in local, state, and federal laws, manage all labor and employment compliance issues, working closely with outside legal counsel as necessary
- Supervise, train, and collaborate with hiring managers to execute all recruiting, interviewing, orientation, and termination needs, including job description development, position posting, resume sourcing, and coordination of interviews
- Design a comprehensive onboarding process that introduces and integrates new staff into the culture of ACT and ensures that individuals have the necessary resources for future success
- Develop and strengthen staff capacity and competencies to regularly engage in feedback conversations and ensure that managers are coaching and mentoring team members effectively
- Create pathways for professional development that enhance the employee experience
- Partner with Managing Director ensuring appropriate implement of compensation philosophy
- Conduct annual compensation range reviews utilizing market and industry data
- Working with department heads, ensure accurate and timely weekly and bi-weekly transmittal of payroll to Finance Department
- Partner with ACT's benefits broker to ensure benefits are competitive and cost-effective
- Manage, administer, and communicate annual open enrollment process; oversee administration of supplemental benefits
- Foster an inclusive and functioning workplace by acting as the primary contact and liaison for employee relations, compliance, benefits, and policy issues
- Steward EDIAB strategy and work plans to ensure that the organization is an equitable and inclusive workplace and serve as primary point of contact for all sensitive issues under the EDIAB umbrella
- Research and advocate for company-wide learning opportunities and trainings; including all mandatory/compliance-related training (Sexual Harassment, etc.)
- Maintain a pulse on the culture through employee surveys, suggestions, full company meetings, visiting departments, and being a proactive and open listener
- Maintain professional growth and development through seminars, workshops, and professional affiliations to keep abreast of the latest trends in human resources and employment law

**About You**

- Undergraduate degree in human resources, business administration, or related field
- Professional HR certification preferred (HRCI or SHRM)
- 5+ years of progressive People & Culture/Human Resources experience
- Background in organizational development, equity, diversity, inclusion, accessibility, and belonging

- Track record of developing talent and culture at nonprofit organizations or values-based companies preferred
- Must have prior experience leading conversations on racial and gender equity and inclusion or a demonstrated record of influencing team members to approach all work with an equity lens
- Ability to identify, remain neutral, and resolve problems promptly while maintaining a high level of confidentiality as needed
- Superior interpersonal communication, conflict resolution, and coaching skills, including the ability to work well with staff at all levels
- Excellent computer skills, including Microsoft Office Suite, Slack, and payroll platforms
- Self-starter with the ability to confidently execute comprehensive HR duties from start to finish
- Strong knowledge of HR best practices, labor laws, and compliance requirements at the local, state, and federal level
- Experience working with CBAs a plus
- Thoughtful communicator, an active listener, and able to interact with a variety of audiences
- Evident ethics and integrity and sound judgement
- Commitment to maintaining confidentiality
- Ability to pass a background check

### **Equity and Inclusion**

ACT is an equity opportunity employer and does not discriminate against employees or job applicants on the basis of race, color, religion, creed, sex, age, national origin, military and/or veteran status, disability, sexual orientation, gender identity or expression, neurodiversity, education, socio-economic status, cultural affiliation, language, marital or family status, genetic information, political ideology, actual or perceived status as a victim of domestic violence, sexual assault, or stalking or any other status or condition protected by the applicable federal, state, or local laws or other characteristics prohibited by law.

ACT strives to be an anti-racist, fully accessible, multicultural theatre that is truly welcoming to all. Employees will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency, and an understanding of oppression and its impact
- Participate in intentional learning efforts, including events relating to understanding institutional racism, and building cultural competency and exhibit a commitment to Equity, Diversity, Inclusion, Accessibility, and Belonging

As a part of ACT's commitment to equity, ACT is committed to paying individuals equitably; according to scope and responsibility of the job and considering the size and budgetary parameters of the organization. ACT's compensation philosophy reflects the following values; Transparency, Flexibility, and Internal Equity. ACT works with a Certified Compensation Professional (CCP) to determine pay ranges across the organization annually. ACT's goal is to have all Company Members compensated at a minimum of median salary for their position.

### **Physical Skills/Work Environment**

While performing the duties of this job, the employee is regularly required to operate a computer and telephone. Strong written command of the English language with the ability to be understood, and the ability to work in an open office environment. Work environment includes a variety of environments typical in a theatrical environment, administrative office spaces, and public spaces.

### **To Apply**

Submit resume and cover letter with "Director of People & Culture" in the subject line to [work@acttheatre.org](mailto:work@acttheatre.org)