

Gateway Film Foundation

Job description - Human Resource Manager

Position Overview

Reporting to the Vice President of Business and Finance, the Human Resource Manager builds professional relationships with teammates and serves as a reliable resource to all members of the Gateway Film Foundation team.

The Human Resource Manager serves as the primary point of contact for internal and external constituencies on all matters pertaining to employment. The Human Resource Manager serves as a liaison to the Senior Management teams; organizes and coordinates executive outreach and internal relations efforts; and oversees special projects as directed by the President.

The Human Resource Manager must be creative and enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven, and community oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain an effective balance among multiple priorities. The Human Resource Manager will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Roles and Responsibilities

Primary responsibilities

- Ensures all policies and procedures of Gateway Film Foundation are enforced.
- Executes daily briefing and debriefing policies, communications, reports, requests, and documents created and received by the team.
- Manages Gateway Film Foundation labor plans and budgets, serving as a leader in ensuring compliance with labor plans and the publishing of employee schedules.
- Creates recruitment plans, coordinates interview schedules with team members, leads onboarding procedures, initiates and confirms performance appraisal meetings, and generally ensures compliance with Foundation policies and federal, state, and local labor laws.
- Assesses reports provided by the team, team leaders, and managers to determine employee performance and training needs.
- Proposes updates to policies and procedures based on changes in federal, state, and local laws and by observing business and observed employee needs.
- Takes a project management approach to approved updates to the Foundation documents, including but not limited to the Gateway Film Foundation Associate Manual and Gateway Film Center Station Manuals.
- Researches compensation standards set by industry and governing bodies in order to propose salary structures and administer employee benefits.
- Attends departmental meetings with other managers and stakeholders.
- Oversees offboarding procedures and reports to the President trends, individual feedback, and opportunities for improvement.
- Prioritizes conflicting needs; handles matters expeditiously and proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Ensures the Human Resource office spaces are in good working condition at all times, including but not limited to cleanliness, file organization, and security.

Executive Support

- Serves as the liaison between the Foundation and the Professional Employment Organization (PEO).
- Maintains discretion and confidentiality in relationships with all employees.
- Adheres to compliance with applicable rules and regulations set in bylaws regarding Board and Advisory Board matters, including creation of materials as directed by the President.
- Assists in the onboarding and offboarding of new Board and Advisory Board Members.

Management Liaison

- Participates as an adjunct member of the team including assisting in scheduling meetings and attending meetings as directed by the President.
- Ensures Managers receive regular reporting on employee performance and organizational impact and results.
- Assists in coordinating the agenda of Senior Management team meetings, travel, and off-sites events, and takes the point position in the execution of all staff meetings.
- Assembles and delivers regular reporting, as directed by the President, from multiple sources and departments

Communications, Partnerships, and Outreach

- As directed, edits and completes drafts for written communications to both internal and external stakeholders.
- Assumes a leadership position on regular team communications.
- Assists in the creation of the Gateway Film Center annual plans and strategic objectives.

Strategic Initiatives

- Works with the Senior Management team in coordinating annual budgets, internal team meetings, and employee recognition activities.
- Supports the cultivation of stakeholder and community relationships.

Reports to:

Vice President of Business and Finance, Gateway Film Center

Anticipated schedule:

As directed by the President, but most commonly Monday - Friday 10am-6pm. Occasional weekend or after work hours duties are an expectation of the role and schedule may adapt at a somewhat unpredictable pace.