

Human Resources Consultant

Kansas City Ballet is a 501(c)(3) 30-member professional ballet company under the direction of Artistic Director Devon Carney and Executive Director David Gray. Our professional company, the second company (comprised of KCB II and Trainees), Kansas City Ballet School, and Community Engagement and Education programs, seek to nurture and develop our artists, audiences, and students in the values inherent in the creativity, diversity, and joy of dance. Kansas City Ballet currently employs approximately 200 full/part-time staff.

Kansas City Ballet is in search of a part-time Human Resources Consultant to implement and manage our human resources programs and policies in support of our organizational goals. This role involves strategic planning, employee relations, talent acquisition, performance management, and other HR functions to foster a positive and productive work environment.

Responsibilities:

1. Talent Acquisition:

- Assist management staff with creating and implementing recruitment, interviewing, hiring, and onboarding/offboarding policies and procedures.
- Develop and implement strategies for attracting and retaining diverse, top talent.
- Collaborate with department managers to understand staffing needs and develop workforce planning strategies.

2. Employee Relations:

- Act as a mediator in employee relations issues and conflicts, promoting a positive work culture.
- Conduct investigations into employee complaints and grievances, providing resolution and recommending preventive measures.
- Advises senior leadership, managers and employees on sensitive employee relations matters, including workplace disputes, performance issues and disciplinary actions; advises and assists senior leadership and managers in identifying employee relations issues and determining appropriate course of action.

3. Performance Management:

- Implement performance management systems to monitor and evaluate employee performance.
- Provide guidance and support to managers on performance improvement plans and employee development.

4. Training and Development:

- Identify training needs and coordinate training programs for staff, teaching faculty and dancers to enhance employee skills and knowledge (workplace harassment, cultural competency, etc.).
- Facilitate professional development opportunities to support career growth.

5. Policy Development and Compliance:

- Develop and update HR policies and procedures in compliance with applicable laws and regulations.
- Ensure the organization's compliance with employment laws and regulations.

6. Compensation and Benefits Administration:

- Create a compensation strategy for all employees based on market research and pay surveys. Ensure salary ranges and pay scales are aligned internally and externally.
- Advise management staff on implementing new and existing employee benefits programs, including health insurance, retirement plans, and other perks.

7. HR Administration:

- Ensure job descriptions are relevant, current and compliant with all local, state and federal regulations
- With staff assistance, maintain accurate and up-to-date employee records.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or a related field (Master's degree preferred).
- Proven experience as an HR Manager or in a similar HR role.
- In-depth knowledge of HR laws, regulations, and best practices.
- Strong interpersonal and communication skills.
- Ability to handle sensitive and confidential information with discretion.
- Excellent problem-solving and decision-making abilities.
- Proficient in HRIS (Human Resources Information System) and MS Office Suite.

How to Apply:

Interested candidates are encouraged to apply by submitting a resume and cover letter via email to George Hans, ghans@kcballet.org.