



JOB POSTING

Human Resources Generalist

Deadline: Open until filled

The Arts Club Theatre Company is Canada's largest not-for-profit urban theatre company. Now in its 58th season, the Arts Club offers professional live theatre at three venues, as well as on tour throughout the province. Arts Club Theatre Company offices, rehearsal halls, workshops, and theatres are all located on the unceded, ancestral and traditional shared lands of the x^wməθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səlílwətaʔ/Selilwitulh (Tseil-Waututh) Nations.

In this standalone position, the Human Resources Generalist will be responsible to for the day to day management of the company's human resources. The candidate will also assist in the development and management of policies, procedures and strategy to support this dynamic organization. Reporting to the Managing Director, our successful candidate will have the ability to thrive in a busy ever-changing environment, build strong working relationships and collaborate with leaders to support the delivery of a people focused culture.

DUTIES AND RESPONSIBILITIES

- First point of contact for employee-related queries.
- Coordinates and leads, with the support of supervisors, the onboarding and orientation process, including tours, policy overview and training.
- Provides regular input into departmental plans, programs and strategies and supports the implementation of People & Culture programs and EDIA initiatives.
- Develops and maintains strong working relationships with client groups.
- Carries out assignments with sound judgement and a high degree of confidentiality.
- Assesses HR processes and activities to enhance their effectiveness and ensure compliance.
- Coordinates and administers the full-cycle recruitment process.
- Maintains and updates employee contracts and letters.
- Researches and advises on worker-related programs such as Work Share.
- Leads and recommends employment outreach initiatives such as Career Fairs.
- Collaborates with the Company Manager and the Artistic Team with onboarding of contracted artistic workers.
- Participates in various committees such as; Health and Safety, Social Committees.
- Identifies issues, recommends solutions and provides advice, coaching and management for employee-related matters such as; workplace investigations, disciplinary procedures, performance management and attendance management. Prepares summaries and recommendations as required.
- Conducts case management on employee leaves of absence, and managing employee-related documentation, including disability management, Work Safe, benefits, maternity and parental leaves.

- Remains current on employment legislation, including the Employment Standards Act and Labour Relations Code, to regularly interpret and apply Human Resources standards, policies, and procedures.
- Assists and advises management and staff concerning collective agreement application and enforcement.
- Prepares for and participates in collective bargaining.

QUALIFICATIONS AND EXPERIENCE

- 3-5 Years of experience working in an advisory Human Resources capacity in a unionized environment.
- Diploma in Human Resources – CPHR designation is preferred.
- Strong coaching, team-building and conflict resolution skills.
- Proficiency with MS Outlook, Excel and Access.
- Demonstrated ability to manage HR processes, such as performance management and employee relations.
- An acute sense of diplomacy coupled with a good sense of humour and a desire to make the world a better place.
- A love of the arts is an asset.
- Well-developed organization and time management skills.

WHO WE ARE

The Arts Club Theatre Company leads in developing and producing live theatre in BC. Our mission is to inspire and nurture artists and audiences through diverse cultural experiences that are engaging, thought-provoking, and artistically innovative. We have a history—and a future—of never being content with the status quo and always striving forward, from our founding to today.

STRUCTURE

The Arts Club operates under the dual leadership model, with the Artistic Director (Ashlie Corcoran) and Executive Director (Peter Cathie White) reporting equally to the Board. Our co-leaders have high-level oversight over the multitude of performances, engagement activities, and patron stewardship efforts we engage in throughout each season. Our multidisciplinary artists and staff work closely to achieve shared goals.

MISSION, VISION AND VALUES

We envision a community that, through storytelling, is inspired to reflect on who we are and who we can be. The Arts Club leads in developing and producing live theatre in B.C. We inspire and nurture artists and audiences through diverse cultural experiences that are engaging, thought-provoking, and artistically innovative. The Arts Club's values are deeply rooted in our sense of place. We believe that cultivating and engaging local artists to tell stories enlivened by our shared experiences strengthen us and our community. Along with an eclectic mix of impactful theatre centered on the highest standards of theatre professionalism, an eye to innovation, and a belief in challenging the status quo, our entrepreneurial spirit leads us into the future.

The Arts Club's core values reflect our aspirations of who we are and who we want to be. They include determination, curiosity, creativity, comradery, and safety.

DIVERSITY AND INCLUSION

The Arts Club is fiercely dedicated to being an organization that continually respects, champions, and uplifts underrepresented voices in all jobs; and we strongly welcome and encourage those who self-identify as coming from underrepresented communities to submit.

Access and inclusion are deeply important to us. For those who have barriers to access to any part of our process as laid out, please don't hesitate to reach out to us and we will happily work with you to create a process that is accessible to you.

PROGRAMS AND SERVICES

The Arts Club operates and programs three venues: the 600-seat Stanley Industrial Alliance Stage, the 450-seat Granville Island Stage, the 250-seat Newmont Stage. Our Education department offers classes and outreach programs to youth and the broader community. The theatres and the production shops operate under an agreement with IATSE Local 118 and Unifor 3000 for employees in our Guest Service departments.

COMPENSATION AND HOW TO APPLY

Salary: \$60,000 per annum

Current Benefits: Comprehensive benefits package including extended health and dental (after 3 months), vacation (starting at 3 weeks), up to 10 personal days, free tickets to Arts Club productions, and optional hybrid office-home work model.

Employment Type: This is a permanent full-time position. 40 hours per week, Monday–Friday 9:00 AM-5:00 PM. Some evenings/weekends required.

To Apply: Email your cover letter and resume to: humanresources@artsclub.com

We thank all who express interest in this position; however, only those selected for an interview will be contacted.

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