

People & Culture Manager



MCT, Inc. (the Missoula Community Theatre & Missoula Children's Theatre) has an opening for a full-time **People and Culture Manager**. MCT is a fast paced, many-faceted arts organization with a rich history, clear vision and innovative dreams. This position manages the human resources department with an emphasis on the human. We are looking for an ethical and empathetic professional who will guide, support, encourage, mediate and inspire while ensuring all employees feel valued and are treated with equity and respect. The right person will partner with a leadership team that supports collaboration, communication and accountability. This position is key in a company that believes in a holistic approach to workplace culture, environment and employee well-being.

Start date is March 6, 2023

Primary Duties and Responsibilities:

People and culture management:

- Act as the main contact for People & HR related matters.
- Manage, advise and support in all matters of employee relations: training, coaching, problem-solving, conflict resolution, wellness and celebration.
- Oversee and guide full cycle recruiting for local staff
- Manage the onboarding and exiting process for all employees.
- Manage employee performance process.
- Collaborate with Leadership team to implement strategies for employee engagement and retention.
- Steer, oversee and advocate for the company's JDEI efforts, recruitment and policy implementation

Compliance and benefits administration

- Maintain knowledge of HR industry trends and employment legislation to ensure adherence to federal, state and local legal requirements.
- Ensure the company is compliant on all levels of OH&S, IR and ER policies.
- Create, update, maintain and/or improve on MCT's HR related policies.
- Ensure consistent compliance to all Employment & Labor laws.
- Coordinate people/systems support to ensure benefits, compensation, leave of absence training and employee relations programs are effectively communicated and administered.

Leadership/Strategic Planning

- Design and implement the People & Culture strategies and initiatives that align with and support MCT's short and long-term goals.
- Develop, maintain and role model a culture that is open to change and innovation.
- Assist the leadership team to build an empowering workplace through effective performance management and feedback, coaching and support.
- Partner with the Safety Officer in facilitating Safety Committee initiatives.

Required Skills and Abilities:

- Exceptional verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Outstanding organizational skills and attention to detail.
- Proficient with Microsoft Office Suite or related software.
- Sound judgment, patience and humor.

Qualifications:

Bachelor's degree in Human Resources, Business Administration, or related field required, with 3+ years of well-rounded human resource management experience (or the equivalent). Arts/non-profit experience/background highly desirable. Proficiency with HRIS and/or talent management systems a plus. SHRM certification is preferred but not required.

Compensation: Annual salary range is \$59,000 to \$65,000 DOE. Benefits are competitive.

To apply: Please email letter of interest and resume to vlarson@MCTinc.org. **The deadline for submissions is Wednesday, February 8.** No phone calls please.