



The Cummer Museum of Art & Gardens
Employment Opportunity – Human Resources Generalist

The Cummer Museum of Art & Gardens is looking for a Full-time Human Resources Generalist who is energetic and highly organized professional inspired by making change; embraces learning and risk; approaches work with respect for peers and is engaged by fostering a positive, diverse and inclusive organizational culture. The Human Resources Generalist will be responsible for supporting the Chief Operations Officer in shaping the Museum’s culture around diversity, equity, accessibility, and inclusion (DEAI) and creating best-in-class policies, procedures, and employee benefits.

Essential Function:

Responsible for the administration of the day-to-day human resources functions including recruiting, onboarding, new hire orientation, employee training, and employee relations. Additional responsibilities include employee engagement, benefit administration, and human resources policy compliance. Will be instrumental in implementing the Museum’s diversity initiatives and strategy to attract, hire, and maintain a diverse workplace.

- Supports the Museum’s mission, vision, and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect of individual, commitment to our community, and accountability and ownership.
- Develop and communicate positive employee relations strategies and retention initiatives that foster and promote a culture of excellence and DEAI. Conceive and implement successful employee engagement events.
- Partners with hiring managers in recruitment and staffing efforts. Collaborates with managers to understand skills and competencies to develop job descriptions.
- Drafts and implements recruiting and hiring strategies to attract employees from diverse backgrounds.
- Develops and/or acquires training and development to aid diversity and retention initiatives.
- Recruits, sources, prescreens, and interviews candidates focusing on a diverse pool of talent.
- Verifies candidates’ eligibility through drug screening, background checks, and reference checking.
- Plans and schedules new hire orientation.
- Communicates Museum’s policies, procedures and programs, and handles employee related inquiries regarding policies, procedures, and programs.
- Administers and executes programs including compensation and benefits, leave, disciplinary matters, disputes and investigations, and employee relations.
- Assists with the performance management process working with managers to ensure timely and effective reviews.
- Implements employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts and designing and conducting educational programs on benefit programs.
- Provides understanding and maintains compliance with FLSA, ADA, Equal Employment Opportunity, and other federal and state employment laws.

- Maintains knowledge of trends, best practices, regulatory changes and new technologies in Human resources, DEAI, talent management, and employment law.
- Other duties as assigned.

Knowledge, Skills and Abilities:

- Bachelor’s degree in human resources, business, or a related field.
- Minimum of 5 years human resource generalist experience.
- PHR and/or SHRM-CP preferred
- Experience in implementing DEAI initiatives.
- Ability to act with integrity, professionalism, and confidentiality with a “service” focus.
- Promote diversity, equity, accessibility, and inclusion in all aspects of work.
- Excellent interpersonal skills, negotiation skills, and conflict resolution skills.
- Strong organization skills, attention to detail, and ability to multi-task.
- Excellent oral and written communication skills. Bilingual a plus.
- Ability to use judgement and discretion when handling sensitive and confidential matters.
- Highly collaborative team player with experience partnering with others to meet objectives.
- Thorough knowledge of employment laws and regulations
- Proficient in Microsoft Office
- Schedule will include some nights and weekend due to Museum events
- Valid Florida Driver License

Qualified applicants send cover letter, résumé and salary requirements to the Cummer Museum of Art & Gardens, Attn: Human Resources Department, 829 Riverside Avenue, Jacksonville, FL 32204 or jobs@cummuseum.org

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Cummer Museum's policy is to provide equal employment opportunity to all qualified employees and applicants for employment without regard to race, color, ancestry, national origin, gender (including pregnancy), sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, service in the military, or any other protected status as required by federal, state, or local law. The Museum's intent and desire is that equal employment opportunities will be provided in employment recruitment, selection, compensation, benefits, promotion, demotion, layoff, recall, transfer, leave of absence, termination, and all other terms and conditions of employment.

COMMITMENT TO DIVERSITY

The Museum is committed to creating and maintaining a workplace in which all employees have an opportunity to contribute to the success of the institution and are valued for their skills, experience, and unique perspectives. In addition to being an important principle of sound business management, this commitment is embodied in Museum policy and the way it does business.