

**Employment Opportunity – Human Resources Generalist
Full-Time**

The Cummer Museum of Art & Gardens seeks an enthusiastic and exceptionally organized individual who thrives on driving positive transformations, embraces continuous learning and calculated risks, and values collaborative work environments. The Human Resources Generalist will collaborate closely with the Chief Operations Officer to cultivate a diverse, equitable, accessible, and inclusive culture within the Museum. Responsibilities include spearheading the development of exemplary policies, procedures, and a comprehensive total rewards program to ensure that the Museum is an employer of choice.

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.
- Formulates and effectively communicate strategies for positive employee relations and retention, fostering a culture of excellence and Diversity, Equity, Accessibility, and Inclusion (DEAI).
- Maintains accurate employee records and HR databases, ensuring legal compliance with relevant regulations.
- Conceives and implements successful employee engagement events.
- Establishes and maintains effective working relationships with leadership and employees to coordinate human resources actions, communicate information and address any employee issues.
- 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.
- Conduct audits and assessments to identify areas for improvement in compliance efforts.
- Maintains knowledge of trends, best practices, regulatory changes and new technologies in Human resources, talent management, and employment law.
- Other duties as assigned to meet business needs.

Knowledge, Skills and Abilities:

- Bachelor's degree in human resources, business, or a related field, required.
- Minimum of 5 years human resource generalist experience.
- PHR and/or SHRM-CP preferred.
- Must be able to balance overall business needs, employee support and the ongoing operation needs of the Museum while maintaining compliance with all HR regulations.
- Ability to act with integrity, professionalism, and confidentiality with a "service" focus. Must also exude high energy with a positive manner and a can-do attitude.
- Demonstrate a mature and seasoned perspective in implementing human resources principles, with a proven track record of collaborating with employees at all organizational levels.
- Possess a sound, level-headed, and engaging approach to effectively bring out the best in individuals and uphold organizational values.
- 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
- Impeccable values, ethical standards, and a strong moral compass with integrity.
- Active affiliation with appropriate Human Resources networks and organization and ongoing community involvement preferred.
- Business savvy and financial acumen.
- Proficient in Microsoft Office
- Schedule will include some nights and weekend due to Museum events
- Valid Florida Driver License

Physical Demands/Work Environment:

- Must be able to occasionally lift/move up to 10 pounds.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Normal building and office environment with occasional outside work.
- Frequently required to talk or hear.
- Frequent periods of sitting (6+ hours) may be required during the workday.
- Frequent periods of standing (4+ hours) may be required during events.

Why us?

- Medical, dental, vision, life insurance, telemedicine, short-term and long-term disability coverages.
- 403b retirement plan with match up to 5%
- Generous Paid Time Off and Holiday Structure
- Early Access to exhibitions before public access
- Museum membership with North America Reciprocal Museum (NARM) access
- Discounts in café and shop
- Competitive compensation with opportunity for professional development
- Did we mention this is a museum and historical gardens? We're surrounded by beauty.

Our Mission: To Engage and Inspire through the arts, gardens, and education.

Remote work: possible - 1 day per week (Monday)

Direct Reports: None

Hours: Monday-Friday, 8am-5pm

Salary Range: \$62,000 - \$70,000

Qualified applicants send 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.