



Employment Opportunity Human Resources Manager - Full-Time

The Cummer Museum of Art & Gardens seeks a Human Resources Manager to serve as the Museum's HR professional, reporting to the Chief Operations Officer and partnering with leadership and staff to support an effective, compliant, and positive workplace. This role oversees the full scope of human resources operations, including recruitment and onboarding, employee relations, performance management, payroll administration, benefits and leave administration, records management, and compliance with applicable employment laws and policies.

The position administers and supports the implementation of HR policies, procedures, and total rewards programs, providing recommendations to leadership as needed. Success in this role requires sound judgment, strong organizational skills, attention to detail, and the ability to work independently while building productive working relationships across all levels of the organization. This is a hands-on role that balances administrative excellence with employee support and practical problem solving.

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.

Human Resources Operations & Employee Relations

- Provide guidance to managers and employees on HR policies, procedures, and workplace matters, ensuring consistent application of employment practices.
- Manage employee relations issues, including performance concerns, investigations, disciplinary actions, and conflict resolution.
- Maintain accurate, confidential employee records and HR systems.

Recruitment, Hiring & Onboarding

- Partner with hiring managers on recruitment and staffing needs including development and updating of job descriptions
- Manage all phases of recruitment, including sourcing, screening, interviewing, reference checks, background checks, and offer coordination.
- Coordinate and conduct new hire orientation and oversee onboarding processes.

Performance Management & Employee Development

- Administer the Museum's performance management process, including annual reviews and documentation.
- Support managers in setting expectations, providing feedback, and addressing performance issues.
- Assist with identifying training and professional development needs aligned with organizational priorities.

Compensation, Benefits & Payroll

- Process and administer bi-weekly payroll, ensuring accuracy, timeliness, and compliance with wage and hour regulations.

- Maintain payroll records, coordinate with finance as needed, and respond to payroll-related employee inquiries.
- Administer compensation and benefits programs, including health benefits, leave administration, and retirement plans.
- Serve as the primary point of contact for employee benefits questions and issue resolution.
- Coordinate benefit renewals, vendor relationships, and provide input to leadership based on employee needs and market information.

Compliance & Risk Management

- Ensure compliance with FLSA, ADA, Equal Employment Opportunity, and other applicable federal and state employment laws.
- Conduct periodic reviews of HR practices and records to identify risks and ensure compliance.
- Maintain current knowledge of employment law updates and HR best practices relevant to nonprofit organizations.

Organizational Support

- Support employee engagement activities and HR-related internal communications.
- Provide HR support for organizational initiatives that affect staff policies and workplace practices.
- Perform other duties as assigned.

Knowledge, Skills and Abilities:

- Bachelor's degree in human resources, business administration, or a related field, required.
- Minimum of 6 years or progressive HR experience, including employee relations and compliance.
- Experience working independently with broad, full cycle HR responsibility strongly preferred.
- PHR and/or SHRM-CP certification preferred.
- Strong working knowledge of federal and state employment laws and HR best practices.
- Demonstrated professionalism, discretion, and sound judgment when handling sensitive and confidential matters.
- Strong interpersonal and communication skills with the ability to build effective working relationships and navigate employee relations issues with a calm, balanced approach.
- Highly organized and detail-oriented, with the ability to manage multiple priorities and work independently in a fast paced environment.
- Practical, service-oriented mindset with the ability to support both operational needs and employee experience.
- Working knowledge of compensation and benefits practices and the ability to manage related administrative processes.
- Proficiency in Microsoft Office and experience with HRIS systems.
- Bilingual skills a plus.
- Ability to work occasional evenings and weekends to support Museum events.
- Valid Florida Driver's License.

Physical Demands/Work Environment:

- This position operates primarily in a professional office environment. The role requires extended periods of sitting and computer use, with occasional standing and walking

throughout the Museum campus. The employee must be able to communicate effectively in person, by phone, and electronically.

- Occasional light lifting of materials up to 10 pounds may be required. The role may involve limited outdoor exposure when moving between buildings or supporting Museum events.

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

Direct Reports: None

Typical Hours: Monday-Friday, 8am-5pm

Salary Range: \$75,000 to \$80,000

Why You'll Love Working Here

We offer great benefits, but we also offer something you can't put a price on: the chance to spend your workdays in a Museum and historically significant gardens, surrounded by beauty, history, and creativity.

As part of the team you will enjoy:

- **Comprehensive coverage** - medical, dental, vision, life insurance, telemedicine, short & long-term disability coverage.
- **Planning for your future** - 403(b) retirement plan with up to 5% employer match.
- **Plenty of time to recharge** - Generous paid time off and holiday schedule.
- **Insider perks** - Early access to exhibitions before they open to the public.
- **Explore for free** - Reciprocal membership and admission to more than 2,000 gardens and cultural institutions through:
 - [AHS](#) (American Horticultural Society)
 - [NARM](#) (North American Reciprocal Museum Association)
 - [ROAM](#) (Reciprocal Organization of Associated Museums)
 - [SERM](#) (Southeastern Reciprocal Museums)
- **Everyday discounts** - Employee discounts in our café and Museum shop.
- **Room to grow** - Competitive compensation and opportunities for professional growth.

Our Mission: To create art, garden, and learning experiences that spark discovery and well-being.

How to apply

To be considered, you must submit all the following:

1. Cover Letter
2. Resume
3. Salary requirements

Send your application materials to

Email: jobs@cummermuseum.org

Mail: Cummer Museum of Art & Gardens
Attn: Human Resources Department
829 Riverside Avenue
Jacksonville, FL 32204