

# MFA The Museum of Fine Arts, Houston

## **Position Available**

Title:	Head of Human Resources
Reports To:	Chief Operating Officer
Pay Type:	Full-Time, Regular, Exempt, 35 hrs/week
Salary:	Commensurate with Experience and Education
Benefits:	Group Medical and Dental Insurance, Life and Long Term Disability Insurance, Retirement Plan, Flexible Spending Plans, Paid Time Off, Reserve Time Off, Holiday Pay, Museum Membership and Discounts
Work Schedule:	Monday – Friday, 9am – 5pm
Work Location:	Montrose Building, a non-smoking facility

Reporting to the Chief Operating Officer, this position provides overall strategic HR leadership to the Museum. Oversees the development and implementation of human resources programs and services, including talent acquisition, retention, legal compliance, benefits, employee relations, employment practices and procedures and employee communications. In addition the position oversees the management of the Museum's volunteer department integrating the efforts of volunteers with paid staff to maximum available resources.

### **Responsibilities:**

#### *General:*

- Functions as a consultant and advisor to senior management related to staff and organization structure matters and as an advocate for employees
- Participates as a member of the Budget Committee to address issues involving staff such as compensation changes, organization design and restructuring, new positions, or the reduction of positions.
- Manages the Human Resources Function (staff of 6) and oversees the Volunteer department (staff of 2)

#### *Talent Acquisition:*

- Manages the employment function, including the development of a comprehensive recruitment strategy to ensure that the museum's staffing needs are maintained
- Establishes standards for recruitment and selection of staff
- Ensures an effective orientation program to introduce new staff to museum policies, procedures and practices
- Manages and oversees the Hiring Review Committee process to review and approve replacement staffing or requests for new positions

#### *Compensation and Salary Administration:*

- Works with senior management to prepare the annual salary and benefits budget
- Oversees and administers the annual performance review and annual merit increase processes
- Analyzes and evaluates compensation practices, participates in compensation and benefits surveys, reviews and approves pay adjustments

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# MFAH *The Museum of Fine Arts, Houston*

- Analyzes and evaluates positions based on duties, responsibilities and qualifications in order to determine equitable compensation; administers pay ranges on internal equity and labor market for comparable positions; determines appropriate FLSA categories

## *Benefits Administration:*

- Oversees the development and design of employee benefit plans to include medical, dental, life, long-term disability, a 403(b) plan, paid-time off plans and other benefit plans.
- Works with health and welfare plan consultants and insurance companies on the annual group insurance plan renewals.
- Works with retirement plan consultants and ERISA attorneys on plan design changes and compliance matters
- Recommends employee benefits and programs in order to attract and retain well-qualified employees; selects cost-effective providers for employee benefit plans
- Assures that the museum's plans are in compliance with regulations and that all documents and reporting are current.
- Participates as a member of the MFAH Benefits Committee to oversee the administration of benefit plans.
- Administer workers compensation insurance renewal and filing of claims.

## *Employee Relations:*

- Provides guidance, advice, and assistance on such matters as employee-management communication, performance appraisals, grievances and appeals, employee conduct, discipline and termination of employment

## *Equal Employment Opportunity and Employment Law:*

- Establishes and maintains the museum's human resources policies and practices to ensure compliance with equal opportunity guidelines and other employment laws
- Provides interpretation and application of policies and procedures
- Trains and consults with managers to minimize discrimination and wrongful termination claims and to maintain the museum's employment-at-will status

## *Volunteer Management:*

- Assures the maintenance of a viable complement of volunteers as a support for museum initiatives, special events, resources for projects and other needs.
- Provides oversight and functions as a liaison for The Guild, a members-only support group of volunteers who provide project and other support for museum functions.

## *Other:*

- Assures that all required filings to reporting agencies such as EEOC, OSHA, State unemployment commissions and other state or federal agencies are made.
- Develops and administers the annual operating budget for the department. Assures expenditures stay within budgeted levels.
- Directs the preparation and maintenance of personnel records and other human resource documents and reports

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- Manages terminations to maintain a low State Unemployment Insurance rate; assures the unemployment claims are responded to on a timely basis and that the museum is represented in appeal hearings.
- Responsible for employee communications; works with Marketing and Communications department in the preparation and distribution of communications.

## **Skills, Knowledge and Abilities:**

- Strong interpersonal, planning, consulting and conflict resolution skills
- Must possess maximum integrity and honesty and the highest ethical values. The ability to keep information confidential is imperative.
- Must possess leadership, vision and energy, with the presence to quickly build credibility among employees and management. Must have a hands-on management style, and exhibit superior judgment, negotiation and analytical skills.
- Strong strategic and conceptual thinking capabilities.
- Capacity to work independently with minimal supervision, yet exercise outstanding judgment.
- Exceptional oral and written communication skills. Must be capable of developing written presentations for a high-level audience of officers or trustees and be comfortable and successful at making verbal presentations to such groups.
- Must have a positive outlook and be collegial, innovative, flexible, strategic-minded, professional, well-organized and able to engender the trust and respect of peers, subordinates and superiors.
- Proven track record as an outstanding leader and motivator. Must enjoy significant operational interaction with individuals at all levels within the organization and treat them with respect.

## **Education and Experience:**

- Minimum of 8-10 years of progressively responsible experience leading a human resources function.
- Bachelor's degree in business administration, human resources or a related field with a concentration in human resources.
- Experience working with automated HR systems and databases.

## **How to Apply:**

Send resume to Human Resources, Job-18-059HR, P.O. Box 6826, Houston TX 77265-6826; Fax 713-639-7508 or email: [jobs@mfah.org](mailto:jobs@mfah.org).