

## **Plimoth Plantation Job Description**

Title: Director of Human Resources  
Reports to: Chief Administrative Officer  
Position: Full-time, year-round  
FLSA status: Exempt

Plimoth Plantation is looking for a passionate and experienced HR professional to direct the HR function and to ensure the Museum attracts and retains the best talent. The ideal candidate will be proactive and resourceful and will be able to provide strong strategic leadership to the organization and the workplace culture.

The Director of Human Resources is responsible for all oversight on all HR activities, including: talent management, compensation analysis, annual performance appraisal process, employee relations, training and development, employment legislation compliance, and creating and implementing personnel/administrative policies.

### **PRIMARY RESPONSIBILITIES**

- Develop and manage full service HR department with a focus on employee relations and the performance management process.
- Working with the leadership team, manage all employee relations issues, including disciplinary action, promotions, transfers and terminations.
- Oversee Annual Performance Review Process
- Oversee Payroll and Benefits manager in the effective administration of all employee benefit and retirement plan programs; collaborate with Finance Department on negotiation/renewal of all benefit and retirement plan programs.
- Conduct and/or organize management and staff training programs, and provide coaching on both formal and informal levels.
- Lead organization compliance with all existing or future governmental and labor legal requirements including any related to the Equal Employment Opportunity (EEO), the Americans With Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), the Department of Labor, worker compensation, the Occupational Safety and Health Administration (OSHA).
- Initiate and organize staff events and programs that support staff development.
- Oversee compensation analysis for all roles - develop appropriate ranges for categories of positions, when applicable.
- Update Employee Handbook and create new policies and procedures, as required.
- Initiate and implement a variety of communication projects, e.g. internal newsletter, bulletin boards or HR email blasts (new hire announcements, policy changes, etc.).
- Review and approve all HR-related invoices including recruitment expenses, benefit invoices, events, supplies, etc.
- Represent Plimoth Plantation at local and regional HR association meetings

- Responsible for HR budget development and implementation.
- Serve as a resource and mentor for employees at all levels.

This description focuses on the primary duties of the position and is not intended to be a complete list of all responsibilities, duties, skills, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of key responsibilities of the job as it is at present, management reserves the right to revise the job or to require that other or different tasks be performed as assigned. This job description may be reviewed by management at any time either to ensure that it relates to the job currently being performed, or to incorporate changes. Management reserves the right to change a job description; and if/when doing so will discuss with the employees concerned so that any changes are understood by employees.

## **QUALIFICATIONS AND REQUIREMENTS**

- Bachelor's Degree in related field, e.g. concentration in HR, Industrial or Behavioral Psychology, Sociology.
- Master's Degree and/or PHR or SPHR certification a plus.
- Eight to ten years senior HR generalist experience in either profit or not-for-profit environments; experience in creative/cultural industries a plus.
- Enthusiastic and positive; provides vision and inspiration, earning respect and trust, and mobilizes others to fulfill the mission.
- Four to six years' experience managing others.
- Strategic innovative thinker; displays original thinking and creativity.
- Experience with fiscal/budget responsibilities and ability to maintain confidentiality.
- Excellent multi-tasking and organizational skills.
- Outstanding written and verbal communication skills.
- Demonstrated work ethic, flexibility and thorough follow-up skills.
- Ability to work collaboratively and maintain professional demeanor at all times.
- A high level of professionalism and confidentiality are critical.
- Excellent written and spoken communication skills are extremely important.

## **CORE COMMITMENTS**

Whether part-time or full-time, year-round or seasonal, all staff and volunteers at Plimoth Plantation advance the Museum's educational mission and strategic goals. They uphold the Museum's core values and principles in their work and in all of their interactions with the public and with coworkers. This commitment helps to ensure that Plimoth's reputation for excellence is maintained and that, as stewards of the Museum, we are helping to create a relevant and sustainable future for Plimoth Plantation. The core principles that guide us in our work are:

- **Safety and Comfort**
- **Compassionate Customer Engagement**
- **Professional Excellence**
- **Personal Accountability**
- **Advance a Culture of Philanthropy**
- **Teamwork**

## **PHYSICAL REQUIREMENTS**

The physical demands outlined here are representative of those that must be met by an employee to perform successfully the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work sitting or standing for extended periods of time.
- Should be able to drive or ride in vehicles for extended periods. Must have a valid driver's license.

Plimoth Plantation is an equal opportunity employer. Plimoth offers a competitive salary and medical, dental, life, disability, and retirement plan coverage; generous vacation, sick leave and personal days, access to a variety of cultural institutions, discounts to museum stores, and a stimulating and collegial work environment.

Qualified applicants please send your resume and cover letter, including salary expectations, to [edonovan@plimoth.org](mailto:edonovan@plimoth.org). Please indicate the job title – Director of HR – in the subject line.