



501 N. Main Street, Los Angeles, CA 90012
www.lapca.org
T. 213 542-6200 F. 213 542-6272

JOB TITLE: Senior Manager, People and Culture
CLASSIFICATION: Full-time; exempt; \$68,000-72,000 per year
REPORTS TO: CEO

ABOUT LA PLAZA

LA Plaza de Cultura y Artes centers the history of Mexican and Mexican Americans in Los Angeles, and collects, preserves, and shares the stories, accomplishments, and experiences of Latinx people and Latino culture. A Smithsonian affiliate museum, LA Plaza is a community hub and an anchor cultural institution in Los Angeles County. More information is available at www.lapca.org.

THE OPPORTUNITY

Reporting to the CEO, the **Senior Manager, People and Culture** is a member of the Leadership Team at LA Plaza and works with colleagues to foster a collaborative and inclusive culture at the organization. The Senior Manager is responsible for supporting talent acquisition, staff development, and team engagement, and develops and executes all aspects of the human resources function.

ESSENTIAL RESPONSIBILITIES

Talent and Staff Development

- Build trust with employees and be an active listener and effective solver of people issues.
- Develop and implement new hire onboarding programming to ensure that staff members are provided the tools they need to be effective and efficient in their jobs, and that they gain a broad knowledge of the organization and the communities we serve.
- Implement a standard of supervision grounded in inclusive leadership practices such as building strong relationships, active listening, clear and transparent communication, consistent and timely feedback, and clear expectations.
- Assess organizational needs; work with the Leadership Team to identify professional learning and growth opportunities to support employees ongoing professional development.

Culture and Employee Engagement

- In partnership with the CEO and the Leadership Team, coordinate efforts to gather and understand staff input and create actionable steps to further improve our culture, creating an environment that fosters continual learning and staff who are engaged and energized by the work they do.
- Strengthen and manage channels for internal communications, conflict resolution, and appropriate issues escalation; support and/or lead internal and external HR investigations on an as-needed basis.
- Ensure there are formal and informal feedback channels and ongoing assessment and evolution of recruitment, workforce planning, and onboarding strategies to maintain fair and equitable practices.

Human Resources

- Develop, communicate, and administer HR policies and procedures that maintain and improve employee relations and shape organizational culture.
- Administer all human resource programs including, but not limited to, compensation, benefits,

and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.

- Collaborate with the Deputy Director and Accounting and Payroll Clerk on the transactional elements of Human Resources, including payroll, compensation, and benefit administration.
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; and ensures the organization's policies and practices are compliant.

PREFERRED QUALIFICATIONS & SKILLS:

- This is an ideal opportunity for an empathetic manager with a depth and breadth of experience in people-centered HR practices.
- Five years or more of HR experience and knowledge of principles and practices of the human resources field, including compensation, benefits, employee relations, recruitment and selection, training and development, performance management, employment law and compliance.
- Excellent prioritization and organization skills and a proven ability to manage multiple projects.
- Proven ability to maintain the integrity of the organization's confidential information.
- Excellent interpersonal skills and ability to coach and mentor individuals and teams with a high level of emotional intelligence.
- Strategic, cross-functional thinker with a strong record of action and implementation.
- Proven ability to
- Solid judgment, problem-solving aptitude, flexibility, creativity, diplomacy, and appreciation for the organization's mission.
- Experience guiding organizations through periods of change and ensuring thoughtful change management practices are upheld.
- Internet competency and strong computer proficiency, including the Microsoft Office software suite and a familiarity with database software and basic payroll functions.

WORK ENVIRONMENT

- Extensive interaction with the public.
- Office environment in a museum setting.
- Significant computer work (repetitive movement – typing).
- Ability to perform the physical requirements of the job, including frequent sitting standing, walking, bending, kneeling, crouching, climbing stairs, lifting, pulling, and carrying up to 30 pounds.
- LA Plaza will make reasonable accommodations to enable individuals with disabilities to perform the responsibilities of the position.

EMPLOYMENT STATUS

- This is a full-time, exempt position.
- Hybrid schedule that includes office work at LA Plaza in downtown Los Angeles, with occasional evening and weekend activity.

COMPENSATION

- Salary range: \$68,000 to \$72,000.00 per year
- \$50.00 monthly cell phone/internet stipend

LA Plaza offers a competitive compensation package that includes:

- Individual health, dental, and vision care
- Non-match 401K

- Optional AFLAC coverage
- Free parking
- 180-day introductory period
- Direct Deposit of paycheck
- Paid holidays (13)
- Two-weeks paid time off the last week of December and first week of January annually.
- Five (5) mental health days annually.

Employment background screening will be conducted and conditional upon any offer of employment.

LA Plaza de Cultura y Artes is an Equal Opportunity/Affirmative Action, and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, sexual orientation or identity, education, protected veteran status, or any other characteristic protected by law.

HOW TO APPLY

Please send resume and cover letter, demonstrating your interest and qualifications to jobs@lapca.org, subject line Senior Manager, People and Culture.