



Roundabout Theatre Company

Director of Human Resources

Organization

Founded in 1965 and based in New York City, [Roundabout Theatre Company](#) (Roundabout) has grown to become one of the country's largest nonprofit theatrical institutions. Roundabout operates three venues on Broadway—American Airlines Theatre, Stephen Sondheim Theatre, and the historic Studio 54—and two venues off-Broadway—Laura Pels Theatre and Roundabout Underground Black Box Theatre, which are housed in the Harold and Miriam Steinberg Center for Theatre.

With a mission to celebrate the power of theatre by spotlighting classics from the past, cultivating new works of the present, and educating minds for the future, Roundabout presents a wide variety of familiar and lesser-known productions, including musicals, revivals of classic plays, and cutting-edge new works. The organization is highly respected for its innovative and high-quality productions and has received numerous awards in its 56-year history, including 38 Tony Awards, 73 Outer Critics Circle Awards, 14 Obie Awards, 5 Olivier Awards, and 14 AUDELCO Awards, which are awarded annually to recognize and honor excellence in Black Theatre.

Addressing social justice is a key cornerstone of Roundabout's values. The organization announced a five-year strategic plan in September 2021 with the intention of addressing equity, diversity, inclusion, and anti-racism (EDI/AR) in its work, workplaces, and community to create a theatre company that is more equitable and inclusive. This strategic plan lists a series of EDI/AR targets to be achieved within the next five years, which include growing the percentage of racial representation in the stories it presents, creative teams it hires, staff in its offices, audiences it welcomes, and board leadership it appoints.

Roundabout has received national recognition for its educational programs. The organization has established numerous longstanding partnerships with schools throughout the five boroughs of New York City, creating customized residencies, free afterschool programs, and on-site experiences for students. The Roundabout Youth Ensemble is a program for New York City public high school students that uses Roundabout's production model to explore the theatrical production process.

Roundabout is committed to removing all physical, cultural, or financial barriers to make theatre accessible and affordable to all people regardless of their background. The organization has introduced several special ticket programs and audience development initiatives that allow people to see productions at significantly reduced prices. These include Access Roundabout, which allocates more than 42,000 affordable tickets to theatregoers annually; Hiptix, which provides \$30 tickets to all shows for theatregoers ages 18 to 40; Hiptix High, which provides \$10 tickets to all shows for high school students ages 14 to 18; Access 10, which offers a limited quantity of \$10 tickets for preview performances; and Blue Star Families, where United States military families and veterans receive a 40 percent discount on tickets.

Engaging deeply with audiences and communities is central to Roundabout's mission. Theatre Plus is a series of innovative programs that enhances the theatre-going experience for audience members. It includes talks led by teaching artists, casts, and crews. To deepen audience engagement, Roundabout hosts 20-minute post-performance conversations between audience members to share their thoughts and engage in lively discussions.

Roundabout is governed by a 45-member board of trustees, co-led by Thomas E. Tuft and Katheryn Patterson Kempner. Artistic Director and CEO Todd Haines leads a staff of 175 people. Due to the pandemic, Roundabout's theatre venues and operations were shut down on March 12, 2020. The last full season of operations was the fiscal year ended August 31, 2019. For the 2019 fiscal year, Roundabout reported total revenue of \$64.9 million, with \$39.3 million from program services. Total expenses were \$67.8 million. As comparison, for the fiscal year ended August 31, 2020, Roundabout reported total revenue of \$37 million, with \$18.5 million from program services and total expenses of \$49.1 million.

Position Summary

The new Director of Human Resources will join Roundabout at the intersection of reengagement and reinvention of culture. Reporting to both the Chief Administrative Officer and Director of Finance, they will serve as a member of Roundabout's senior leadership team and manage the Human Resources Associate and Human Resources Apprentice. Establishing and implementing human resources policies to attract and retain a diverse and high-performing workforce, the Director of Human Resources will lead the employee life cycle beginning with the recruitment and onboarding of new employees. This individual will also manage performance reviews and oversee all employee relations. They will support professional development and collaborate with other staff, departments, and functions to ensure an inclusive workplace and to help transform Roundabout by inspiring broader perspectives.

Role and Responsibilities

Human Resources Management

- Ensure compliance with EEO-1 submissions, Form 5500 filing, Affordable Care Act reporting, and other required reports.
- Assess, monitor, and endeavor to help shape the culture to ensure inclusivity for staff, contractors, and vendors.
- Partner with the Finance Department and insurance brokers to negotiate benefits offerings and facilitate annual open enrollment.
- Evaluate and modify work flows and processes to maximize human, financial, and technical efficiency.
- Maintain the Employee Handbook and guarantee that it is distributed to all employees and available through several modes of communication.
- Serve as custodian of personnel files in accordance with established policies and procedures to include all organizational, state, and federally required forms.
- Demonstrate respect and appreciation for the dimensions of diversity and promote the principles of inclusion.
- Partner with staff to resolve complex employee relations issues, deferring to legal counsel as necessary.
- Lead salary and benefits benchmarking projects.

Employee Relations and Professional Development

- Foster an environment that ensures Roundabout is increasingly inclusive and diverse across all positions, levels, teams, and ways of work.
- Lead and instigate work with the EDI/AR Transformation Team (an internal cross-departmental team of staff) to further EDI/AR efforts and alliances.
- Promote staff engagement and participation through activities and programs, including coordinating staff committees, affinity spaces, and all staff meetings.
- Develop effective employee relations protocols and ensure information is distributed and available to all staff through a variety of communication modes.
- Cultivate an environment that encourages staff to utilize the Human Resources Department as an ally and safe space by maintaining confidences, visibility, honesty, and transparency.
- Provide guidance and coaching to employees, leadership, and supervisors to guarantee that staff are informed of avenues for support and reporting concerns.
- Address the needs of the staff and managers to initiate open communication, stimulate teamwork, uplift employee morale, and increase retention.
- Lead the development of an encouraging learning culture that values inclusion, growth, innovation, creative thinking, and artistic risk-taking.
- Coordinate management training in interviewing, hiring, performance management, safety, sexual harassment, inclusion, and diversity.
- Ensure the completion, documentation, and tracking of all compliance training.

Recruitment, Onboarding, and Performance Management

- Implement inclusive recruitment strategies that utilize nontraditional sources and ensure diverse applicant pools are presented.
- Build trainings for hiring managers to ensure they have the technical skills to conduct unbiased interviews and record appropriate documentation.
- Design and execute a comprehensive orientation and onboarding program that introduces new employees to the mission, values, key policies, and protocols, helping them to feel a sense of belonging and aiding in increased rates of employee satisfaction and retention.
- Track the submission of all new hire orientation paperwork to ensure staff are onboarded effectively and consistently.
- Maintain knowledge of and be able to effectively communicate information regarding employee benefits programs, including payroll deductions; paid time off and other forms of leave; health, dental, vision, and supplemental insurances; COBRA, FMLA, USERRA, and COVID-19 legislation; and the retirement plan.
- Manage job descriptions in partnership with directors and managers to ensure they are up-to-date, effective, and consistent for all positions and incorporate racial equity competencies and responsibilities.
- Recommend, implement, and monitor a comprehensive performance evaluation process based on updated and effective position descriptions and an efficient, unbiased process that aligns with Roundabout's equitable practices and goals.
- Provide consistent guidance and support in assessing and refining compensation practices to include unbiased salary structures, pay increases, and bonuses.

Traits and Characteristics

The Director of Human Resources will be an authentic, approachable, and trustworthy individual who is open to different perspectives and encourages new ideas and views. Understanding and flexible, they will gain the respect of all staff and artists by leading difficult conversations and handling sensitive issues with diplomacy, tact, and care. This individual will be a visible, collaborative, and nurturing leader who advocates for staff and seeks to create a culture at Roundabout that is equitable, inclusive, and safe for all.

Other key competencies include:

- **Diplomacy and Conflict Management** – The ability to effectively and tactfully handle difficult or sensitive issues while understanding, addressing, and resolving conflict constructively.
- **Appreciating and Understanding Others** – The capacity to identify with and care about others, understanding their uniqueness and contributions.
- **Employee Development and Coaching** – The dexterity to facilitate, support, and contribute to the professional growth of others.
- **Teamwork and Flexibility** – The acumen to cooperate with others to meet objectives.

Qualifications

The successful candidate does not need to possess any specific educational credentials. Qualified candidates will demonstrate a track record of success in human resources, preferably in the performing arts or entertainment industry, and have experience managing staff. A deep commitment to equity, diversity, inclusion, and anti-racism is expected. Exceptional listening and communication skills are critical. Knowledge of employment and benefits rules and regulations, as well as New York City labor laws, is helpful.

Compensation and Benefits

Roundabout provides a competitive and equitable compensation package in the range of \$120,000 to \$150,000, with benefits that include paid time off and holidays; health insurance (medical, dental, vision, and prescription drugs); long-term disability and life insurances; and an employer contributed 401(k) retirement plan.

Applications and Inquiries

To submit a cover letter and resume with a summary of demonstrable accomplishments (electronic submissions preferred), please click [here](#) or visit artsconsulting.com/employment. For questions or general inquiries about this job opportunity, please contact:

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Roundabout Theatre Company is an Equal Opportunity Employer that strives to represent individuals from all walks of life in its workforce. Roundabout wants its employment community to be a representation of the diverse world we live in.