

South Coast Repertory Job Description

Position: Associate General Manager/Human Resources Coordinator
Supervisor: General Manager

**Full Time
Non-Exempt**

General Description of Position

The Associate General Manager/Human Resources Coordinator (AGM/HRC) supports the General Manager in overseeing aspects of the daily operations of the theatre company as well as takes a lead role in coordinating the Human Resources needs for the organization. This position supervises the Part-Time Receptionists. Responsibilities include but are not limited to, generating, negotiating and tracking for payment guest artist contracts; reconciling Business Department budget lines; tracking office systems for supplies and other workspace needs; coordinating Receptionist schedules and coverage as needed; and providing Human Resources functions as outlined below.

Position Functions and Expectations

I. Contracting Functions

1. Following the General Manager's instructions, generate and track contracts for all stages, festivals, readings, and workshops for Actors, Stage Managers, Designers and Directors and tracking payments to these guest artists per their respective agreements.
2. Make offers and negotiate guest artists' agreements as needed.
3. File fully executed contracts to all unions (AEA, SDC, USA), as needed, and maintain production files for all shows in conjunction with the Assistant to the Managing Director.
4. Reconcile Artists' fees and salaries with internal records, budgets and unions on a monthly basis.
5. Work on various LORT surveys as instructed by the General Manager.
6. File annual Producer's Questionnaires, etc. with AEA, SDC, USA and coordinate annual renewal paperwork.

II. Administrative Functions

1. Order, stock, and maintain general office supplies and special orders for company-wide use.
2. Track and reconcile office supplies invoicing and payments for all purchases.
3. Maintain office furniture replacement schedule and work with employees on workspace needs.
4. Work with insurance broker on additional insurer requests, as needed.
5. Prepare for Trustee Finance Committee Meetings by generating emailed reminders, tracking expected attendance, and creating packets, and creating facility request forms for meetings.
6. Perform clerical duties, copying and mailing materials as needed, and as directed by the General Manager.
7. Complete Special Projects as assigned.

III. Human Resources Functions

1. Supervise and schedule Receptionists, including coordinating break coverage, filling-in as needed, when no other coverage is available.
2. Place and track all advertisements for employee recruitment as directed by department heads conducting respective searches and run background checks on potential new hires as requested.
3. Annually update, print and distribute SCR Employee Handbook in coordination with the General Manager, ensuring compliance with labor law and regulations.
4. Perform entrance and exit meetings with all full-time and permanent part-time employees, including new hire enrollment in the EASE system, scheduling photos, introduction meetings and prep for new hire orientations.
5. COBRA administration in conjunction with exit interviews.
6. Update employee vacation and sick hours weekly tracking spreadsheet, ensuring it aligns with the iSolved system. Confirming vacation payoff hours with the Accounting department, Production Office Manager and supervisors as needed.
7. Maintain part-time sick-pay accrual tracking spreadsheet for compliance with state law and employee policies and enable approval for sick-pay requests in weekly payroll submittals.
8. Review and approve monthly premium statements as reconciled by the Accounting department.
9. Open, process and file all unemployment claims, consulting with the Lead Accountant and/or General Manager as appropriate; respond to any employment verification requests and complete bi-annual EDD audit forms.
10. Complete and maintain all workers compensation claims and forms, and serve as primary contact for SCR workers compensation insurance provider.
11. Serve as primary contact with the benefits broker in dealing with employee benefits issues and benefits compliance.
12. Assist General Manager with annual benefits open enrollment and process all on-line benefits enrollments via the EASE as need.
13. Maintain and file employee documentation into personnel files, which would include new hire documentation, employee performance reviews, I-9's and W-4 forms, and exiting employee documents.
14. Oversee budget and maintain company parking needs including staff passes and guest artist cards.
15. Assist with OSHA compliance as needed.
16. Maintain and update Employee Car Insurance List, as needed.

IV. Provide insight and feedback regarding his/her work and the work of the Business Department.

V. Assist the General Manager and periodically the Managing Director, in all areas and in other duties as directed.

Qualifications

1. B.A. or B.S. in Theatre Management or Arts Administration, M.F.A. preferred.
2. Minimum of three years practical experience in theatre or equivalent arts management, preferably in not-for-profit environment.
3. Understanding of the general principles and practices of human resources administration, including California labor law; SPHR certification a plus but not required.
4. Knowledge of LORT CBA requirements (AEA, SDC and USA) and knowledge of various contracting needs.
5. Supervisory and scheduling experience.
6. Ability to communicate effectively with employees and outside contacts at all levels; both in oral and written form; and handle multiple tasks simultaneously.
7. Computer proficient; must use MS Excel, Word, Outlook; comfortable learning web-based HR platforms, as needed.

How to Apply

Please prepare a cover letter, resume and references in one PDF. Email the PDF to lori@scr.org with “SCR AGM/HRC Application” in the subject line.

South Coast Repertory is an equal opportunity employer that values diversity in all areas of its operation.