



HUMAN RESOURCES COORDINATOR

The Music Center is one of the largest and most highly regarded performing arts centers in the country. As L.A.'s premier performing arts destination, The Music Center convenes artists, communities, and ideas with the goal of deepening the cultural lives of every resident in Los Angeles County. The non-profit performing arts organization has two divisions: The Music Center Arts (TMC Arts) and The Music Center Operations (TMC Ops). TMC Arts, The Music Center's programming engine, provides year-round programming inside The Music Center's four theatres, on Jerry Moss Plaza, outside at Grand Park—a 12-acre adjacent green space—and in schools and other locations all over Los Angeles County. TMC Arts presents world-class dance with Glorja Kaufman Presents Dance at The Music Center, free and low-cost public concerts, and events, as well as K–12 arts education programs. TMC Ops manages the theatres, the Plaza, and Grand Park on behalf of the County of Los Angeles. The Music Center is also home to four renowned resident companies—Center Theatre Group, Los Angeles Master Chorale, LA Opera and LA Phil.

The Music Center currently has an immediate opening in the Human Resources department for a **Human Resources Coordinator**.

Reporting to the SVP People & Culture, the Human Resources Coordinator will provide administrative support to the SVP People & Culture as well as support the operations of the Human Resources Department. The Human Resources Coordinator assist with and facilitates human resources processes. This role touches on different facets of human resources including managing HRIS processes, compiling HR reports, responding to employee questions on HR policy and procedures, conducting new hire orientation meetings. This role also includes record-keeping, file maintenance and HRIS entry, please read below for the position duties, responsibilities, requirements, and qualifications.

DUTIES AND RESPONSIBILITIES INCLUDE:

- Provide administrative support to the SVP People & Culture
- Will manage HR processes within the HR Information System (HRIS)
- Will process new hire paperwork
- Conducts New Hire Orientation meetings
- Maintains employment records
- Compiles statistics for various HR management reports
- Conducts pre-employment screening interviews
- Manage background and reference checks
- Responds to routine questions on HR policy and procedures
- Submit invoices to Account Payable (AP) for processing

REQUIREMENTS AND QUALIFICATIONS:

- 1-2 years related experience is required
- High School Diploma is required; Bachelor's degree preferred.
- Must have excellent verbal and written communication skills
- Must have excellent interpersonal and customer services skills
- Must have excellent time management skills with a proven ability to meet deadlines
- Strong analytical and problem-solving skills
- Ability to prioritize tasks
- Proficient with MS Office Suite or related software; experience with ADP Workforce Now is a plus
- Must be able to sit for prolonged periods of time at a desk while working on a computer
- Must be able to lift up to 15 lbs. at times

Vaccination Policy:

The Music Center requires its employees to be vaccinated against COVID-19, subject to certain exemptions as required by law. New hires working at The Music Center must be fully vaccinated. Fully vaccinated is defined as 14 days after having received the 2-dose, or 1-dose COVID-19 vaccine and at least one booster dose. Newly hired employees must receive the COVID-19 vaccine no later than 60 days after hire. Unvaccinated new hires will be required to submit weekly proof of a negative COVID-19 laboratory test and submit to additional masking and social distancing requirements until they are fully vaccinated. The Music Center Vaccination Policy is attached.

SALARY: This is a non-exempt hourly position, salary is commensurate with experience; compensation package includes health and welfare benefits, paid vacation and sick days, and 401k Plan with employer contribution.

HOW TO APPLY:

Interested applicants please submit a cover letter and resume to jobs@musiccenter.org or fax to: (213) 972- 8029. ***INCOMPLETE SUBMISSIONS WILL NOT BE CONSIDERED.***

EQUAL OPPORTUNITY EMPLOYER