

# TheatreWorks

SILICON VALLEY

## Organization Overview

Theatreworks Silicon Valley is a \$11 million, LORT B theatre company and is committed to developing new works for the American theatre and has produced 70 world premieres and over 150 U.S. and regional premieres. Our season includes a mainstage series of eight plays and musicals serving approximately 100,000 patrons, a thriving New Works Initiative, and a collection of innovative education programs reaching 15,000 students every year. More information about the company can be found at [www.theatreworks.org](http://www.theatreworks.org).

With a reputation for artistic excellence, innovation, diversity, and integrity, TheatreWorks is Silicon Valley's leading professional nonprofit theatre company. TheatreWorks presents a year-round season of musicals, comedies, and dramas in the Mountain View Center for the Performing Arts and at the Lucie Stern Theatre in Palo Alto.

## Position Overview

Theatreworks Silicon Valley, a TONY Award winning theatre company, seeks a HR and Payroll Manager. This role manages the day-to-day activities of the HR and Payroll department and supports special HR projects to enhance the overall staff experience. This position reports to the General Manager and is a full-time, permanent position with benefits. The ideal candidate will be an individual with 3-5 years of experience handling HR and Payroll responsibilities including, but not limited to:

## Payroll Administration

- Using ADP, performs payroll-related functions including but not limited to processing new hires, termination status changes, tax changes, wage garnishments, deductions, union payroll and direct deposit.
- Reviews and verifies payroll data in a timely manner, calculates overtime and other pay premiums, and enters payroll data.
- Prepares manual checks as necessary.
- Oversees maintenance of payroll records and files including but not limited to timecards, sick time and vacation and other accrued leave.
- Responds to routine inquiries concerning payroll deductions and accruals, wage garnishments, child support payments, and employment verifications.
- Reconciles all payroll-related accounts and activities.
- Assists with the development and implementation of payroll practices, policies, and procedures.

## HR Administration

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- Assist with administration of human resources policies, procedures, and practices in alignment with Theatreworks' values and in compliance with legal requirements.
- EDI training and/or experience with diverse populations and resolving conflicts
- Handles the day-to-day administration related to leaves, compensation, employment changes, and benefit programs.
- Updates and maintains employee records using a cloud-based system.
- Coordinates and supports recruitment, hiring, onboarding and offboarding activities.
- Responds to staff inquiries regarding the organization's policies, procedures, and programs.

## **Support Organization-Wide HR Initiatives**

- Support HR leadership in various projects intended to improve the employee experience, promote equity and inclusion, and build organizational commitment.
- Support staff engagement campaigns and activities.
- Performs other related duties as assigned by General Manager.

## **Finance and Accounting**

- Serve as primary back up to bookkeeper

## **Qualifications, Skills and Abilities:**

- Three to Five years' experience in a lead role within HR and/or Payroll.
- Working knowledge of laws and regulations in the areas of HR and/or Payroll.
- Someone who values creativity, teamwork, collaboration and inclusion
- Proficient on MS Office Suite and ADP WorkforceNow.
- Team player mentality, ability to work independently while also supporting team's goals and members.
- Ability to think on one's feet in response to changing circumstances.
- Strong project management skills to manage multiple priorities, stakeholders, and workflows.
- Ability to deliver effective and engaging presentations to groups.
- Creativity, patience and a sense of humor.

**TheatreWorks' commitment to producing the highest quality programming is dependent on building a community whose members come from diverse cultures, backgrounds, and life experiences. We join with a growing number of theatres in the movement to ensure that those who have been excluded historically- individuals from racial and ethnic groups, LGBTQ people, people with disabilities, and women - are at the decision-making table, reflected in our programming, and represented on our staff.**

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**Compensation range \$55-60,000 plus benefits. Position available until filled.**

Please send a cover letter and resume to:

HR and Payroll Manager Search

TheatreWorks

PO Box 50458

Palo Alto, CA 94303-0458

or e-mail to [search@theatreworks.org](mailto:search@theatreworks.org)