

FREIGHT & SALVAGE

JOB DESCRIPTION

TITLE:	Human Resource Manager
ORGANIZATION:	Freight & Salvage
LOCATION:	Berkeley, CA
REPORTS TO:	Executive Director
SUPERVISES:	N/A
EMPLOYMENT TYPE:	Part-Time/Contract (Non Exempt) (This is a 2-year contract position with potential to extend)
SCHEDULE:	Hybrid, M-F, 9-5, some nights and weekends
SALARY RANGE:	\$70-74K annually

MISSION

The Freight is a vital home for music with deep roots from around the world that celebrates cultures, connects communities, and inspires creativity.

VISION

To be a center for the discovery and exploration of music from around the world that welcomes curiosity, pushes boundaries, and champions inclusivity.

VALUES

- Joy
We believe that the act of experiencing music together is the constant rediscovery of joy
- Welcoming
We believe that all are welcome to experience live music and that all should have access to it
- Community
We believe that the power of music encourages social interactions, cohesion, cultural understanding, and community participation
- Education
We believe that music and music history are essential tools in the continuation of adult learning and in the overall development of our youth
- Connection
We believe that music connects us to each other, strengthening our ability to build a better future together

ABOUT THE FREIGHT

Since its founding in 1968, the Freight & Salvage has been deeply rooted in that aspect of Berkeley's culture that embraces freedom, justice, acceptance, collaboration, and innovation. In 2008, the Freight moved to its current location at 2020 Addison Street with 490 seats in the heart of the Berkeley Arts District. The Freight presents more than 150 concerts and hundreds of classes, in person and online, every year, and is active in Berkeley's public and independent schools. For more information, visit www.thefreight.org

POSITION OVERVIEW

The Human Resource Manager will lead and direct the routine functions of the Human Resources (HR) department including hiring and interviewing staff, administering pay, benefits and leave, and enforcing company policies and practices.

RESPONSIBILITIES

- Partners with the leadership team to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Manages and processes payroll, benefits and leave procedures. Leads and negotiates Open Enrollment and other annual benefit processes.
- Prioritizes the Freight's Diversity, Equity, Inclusion, and Accessibility (DEIA) goal in development and implementation of human resource strategy.
- Provides support and guidance to all staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and processing terminations and resignations.
- Manages the talent acquisition process, which may include recruitment, interviewing, background checking, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborates with department managers to understand skills and competencies required for openings.
- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Creates learning and development programs and initiatives that provide internal development opportunities for employees, along with leading staff reviews/evaluation processes.

- Oversees continuous development of equitable compensation and staff development policies with the goal of supporting the growth and retention of BIPOC and LGBTQ+ team members.
- Oversees employee disciplinary meetings, terminations, and investigations.
- Updates and maintains the organization's employee handbook and staff roster.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Leads staff engagement activities to increase retention and enhance organizational culture.
- Performs other duties as assigned.

DISCLAIMER: This job description is not designed to cover or contain an exhaustive listing of all activities, duties or responsibilities that are required of the employee. There may be additional duties as assigned.

SKILLS, KNOWLEDGE & EDUCATION

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Google Suite or related software.
- Proficiency with or the ability to quickly learn ADP, Square Teams, and talent management systems.
- Familiarity with employment law regarding meal waivers, tip pools, and multiple pay rates.
- Familiarity with employment and tax law regarding Non-Employee Contractors, out of state employees, and remote work situations.

Education

- Bachelor's degree in Human Resources, or related field required.
- SHRM Certified Professional designation, HRCI Professional in Human Resources certification, or a minimum of three years of human resource management experience required.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

The Freight is an equal opportunity employer committed to providing equal opportunity to its employees and applicants for employment without discrimination on the basis of race, religion, gender identity or expression, sexual orientation, age, disability, or any other reason unrelated to ability to perform the position. This policy applies to every aspect of employment, including but not limited to hiring, advancement, transfer, demotion, termination, compensation, benefit, training and working conditions.

TO APPLY

Please submit a resume and cover letter to Clayton Shelvin, Executive Director at Clayton@thefreight.org. Applicant materials will be reviewed on a rolling basis until a candidate is selected.