

## **HR MANAGER**

Brendan Ravenhill Studio is seeking a part-time HR Manager to lead our Studio-wide employee engagement and career development initiatives. This role is three days a week (24 hours/wk) with the possibility of becoming full-time after 3 months based on results and Studio need. The ideal candidate has a strong background on the fundamentals of HR and is hungry to apply their knowledge and experience to a progressive and ambitious workplace. This is a terrific opportunity for the unconventionalist at heart, who is seeking a high degree of autonomy to conceptualize and implement fresh ideas on career growth, equity work and community engagement.

The HR Manager is both cheerleader and coach to their 20 or so teammates. Through check-ins and structure they help organize and actualize feedback and individual growth. A successful HR Manager uses transparency, clarity of communication and alignment of expectations to support the Studio to realize stated goals and foster holistic growth. In addition to the active people work, the HR Manager is also responsible for the backend support of managing the duties of the employee lifecycle, running bi-weekly payroll and helping to spear head and administer employee benefits.

### **RESPONSIBILITIES:**

- Lead a safe, equitable and proactive open-door policy that actively seeks out and responds to all employee voices who are both in-person and remote
- Lead equity outreach initiatives
- Lead and manage employee recruitment and career development
- Coach and mentor leadership, management and staff
- Help structure and plan monthly check-ins and reviews
- Ensure legal compliance throughout HR policies management
- Administer employee benefits programs
- Administer in-person Studio care:
  - Support the leadership team in organizing quarterly All-Staff activities and annual Studio retreats
  - Organize the lunch/snack program
- Work closely with the Managing Director and Finance Manager on the budget
- Run payroll and time tracking

- Help establish and lead an Internship Program within our local community

#### **REQUIREMENTS:**

- Bachelor's degree and 3+ years of HR experience
- Highly empathetic and emotionally intelligent
- Academically curious
- Results driven
- Familiarity with budgets and financial acumen
- Thrives in a variety of communication platforms, from one-on-ones (in-person and virtual) to small team workshops to Studio-wide
- Experience in a manufacturing environment a plus
- Familiarity with DEI initiatives
- Excellent verbal and written communication skills
- Experience with Gusto, Slack, Google Workspace and Quickbooks Online

If this sounds like you, please send your application to [careers@brendanravenhill.com](mailto:careers@brendanravenhill.com). Due to the large number of submissions, we may not respond to all inquiries. If this is your dream position then impress us with a great cover letter, full of character and devoid of typos.

**In your cover letter please explain why you want to join Brendan Ravenhill Studio and share a professional challenge that changed your perspective on the workplace.**

In addition to the cover letter, please provide the following:

- Resume
- Two professional references
- Date you can start
- Compensation requirements

#### **BENEFITS:**

- Medical, dental, vision and life insurance
- Paid time off and winter holiday break
- Profit Sharing Program
- Retirement plan contributions
- Employee discount on Ravenhill Studio products