Houston Ballet
Director of Human Resources

Houston Ballet seeks an experienced professional to shape human resources infrastructure, workflows, policies, payroll, compliance and career development processes for one of the nation’s most respected ballet companies.

Houston Ballet inspires love for dance through artistic excellence, exhilarating performance, innovative choreography and suburb dance education. Now in its 50th year since its debut performance as a professional company, Houston Ballet today is America’s fifth largest ballet company with 61 dancers who present over 85 performances annually.

BACKGROUND

A huge debt is owed to the organization’s previous artistic directors: Tatiana Semenova, Nina Popova, James Clouser, and particularly Ben Stevenson (OBE) who served a 26 year tenure. Artistic Director Stanton Welch has led the company since 2003, and continues the company’s evolution into:

- “...one of the nation's best ballet companies...” per the New York Times;
- “...one of the largest, most successful arts organizations in America...” per The Times of London;
- “...one of the biggest success stories of American ballet...” per The Guardian; and
- Pointe Magazine says of Artistic Director Welch, “Stanton Welch has transformed Houston Ballet into a leading force in the dance world.”

Welch has introduced works by distinguished and renown choreographers, including Barton, Ekman, Neumeier and Tharp; premiered six full length and over 20 one-act ballets; and has toured the company nationally and internationally to 20 countries on 5 continents.

Houston Ballet’s annual budget is over $34.5 million, including the renowned Houston Ballet Academy which trains close to 60% of the company’s dancers. The company is supported by 172 full time and 100+ part time staff, dancers, musicians and artists reporting to either Executive Director James Nelson or Artistic Director Stanton Welch. Houston Ballet’s home office, rehearsal & performance space are in the $46.6 million Center for Dance; while main-stage performances are presented in the state-of-the-art Wortham Theater Center shared by Houston Ballet and Houston Grand Opera. The company is financially strong, with an $82.8m endowment and vigorous earned and contributed revenue streams.

The Director of Human Resources is charged with enabling the Executive Director to shape and evolve Houston Ballet as:

- a great place to work and magnet for diverse talent;
- an operationally efficient, effective institution that advances the art of ballet; and
- as the best home for a diverse array of choreographers, dancers, musicians, creatives and professionals with different skills and abilities.

Reporting to the Executive Director and CFO, and charged with critical responsibilities for payroll, staff training, performance assessment, contract negotiations and compliance with employment law, the Director of Human Resources must possess a balance of diplomacy, attention to detail, and an ability to collaborate productively with other members of the management and artistic teams.
ON-GOING RESPONSIBILITIES

The Director of Human Resources will work closely with the Executive Director, Chief Financial Officer and other members of the senior management team and the artistic team, and will be assisted by a Human Resource Coordinator. She or he will execute the following responsibilities on an on-going basis:

RECRUITING

- Establish standards driving excellence in recruitment, including a robust selection and hiring process, including references and background checks; establish and outwardly communicate consistent standards for staff titles, compensation and benefits, etc;
- Design and implement plans to periodically refresh the subject matter, technical and other professional knowledge of Houston Ballet staff; produce succession plans for key staff members;
- Oversee all recruiting for Houston Ballet staff and all internship programs; attract staff with appropriate values, attitudes, skills and knowledge in order to strengthen Houston Ballet, paying particular attention to incorporating culturally diverse perspectives and backgrounds into the professional staff mix; oversee all job advertising and relations with recruiters; develop screening, interviewing, reference checking, salary negotiation and other such procedures; manage and coordinate the recruitment, interview and hiring process of non-union full and part-time employees in compliance with EEOC fair hiring practices;

HUMAN RESOURCE POLICIES AND WORKFLOWS

- Ensure that time & leave and other human resource records, information and workflows are accurate, cost effective and secure;
- Oversee the development and deployment of personnel policies, safety standards, and human resources manuals, handbooks and other necessary documentation; provide ongoing training to managers and staff to ensure compliance with relevant practices and pertinent labor laws;
- Ensure compliance with evolving state and federal employment laws, including for example: immigration laws (inc. E-Verify), Family Medical Leave Act (FMLA), Reasonable Accommodation under the Americans with Disabilities Act (ADA), etc.; in conjunction with the Chief Financial Officer, regularly update employment policies;
- Implement and maintain benefits systems (time and leave, insurance, savings plans, training, leave, etc.) that are accurate, provide useful information to staff, and are cost effective and secure;
- Oversees implementation of employee benefit programs of employee benefits programs, including health and major medical plans, other insurance and worker’s compensation; coordinate and monitor the activities of vendors, insurers, and such;
- Coordinate legal matters related to human resources and personnel, working with legal counsel as needed;
- Provide consistent administrative oversight of all other personnel matters, including retention or release of probationary employees and staff disciplinary actions; ensure the
privacy and safety of staff is protected, and take appropriate actions to ensure that a positive work environment is established and maintained.

RETENTION, EVALUATION AND PROFESSIONAL DEVELOPMENT

- Oversee the orientation of new hires; working in conjunction with senior management, continually improve orientation procedures to help new employees to immediately align to Houston Ballet’s mission and values, and equip them to be effective in their roles;
- Implement performance evaluation systems that encourage behavior that advances the mission; ensure that the evaluation process includes objective and subjective components, is understood, uniformly accepted and implemented fairly across the organization;
- Develop plans for individual staff learning and development, including coaching, mentoring, independent study, and such; develop plans for collective learning and thought leadership including staging of regular brown bag lunches, meet-ups, and other convening opportunities;
- Coach and develop the management team to continually develop their managerial, communication and collaboration skills; provide them with tools to guide their teams toward professional excellence.

IDEAL EXPERIENCE and CHARACTERISTICS

The Director of Human Resources should have the following experience and qualifications:

- Broad-based leadership and management experience as a senior leader in a human resources department, preferably in a complex nonprofit or business environment; experience with arts constituencies and concerns would be advantageous;
- Extensive knowledge of payroll, benefits and human resource management systems, workflows and practices;
- Excellent written and verbal communications skills; a good listener who is comfortable receiving input from many sources;
- A mission-driven individual who values diversity, equity and inclusion, and has strong affinity for artistic endeavor and artists;
- A facilitator who will be viewed by members of the senior management team as an strong ally and partner; a person able to make or support unpopular decisions when necessary and explain them; an ability to negotiate with people having sharply defined opinions while maintaining positive, respectful relationships;
- A hard worker with a high energy level; a “doer” with a willingness to work hands-on with other members of the management team and staff; emotionally mature and self-reliant; a sense of perspective and humor.

For more information please contact: For more information please contact:

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