



425 Lafayette Street
New York, NY 10003

Human Resources Assistant

The Public Theater is looking for a Human Resources Assistant! This role will be supporting the daily administrative processes of a high-volume department. The HR team at the Public Theater helps to create an engaging employee experience for an incredibly talented group of colleagues across artistic, production and administrative departments. S/he will work with the rest of the team to drive continued improvement towards our goal of being trusted advisors across the Public. This position reports to the Associate Director, HR.

Responsibilities:

Recruitment:

- Posting all available full-time positions, part-time, seasonal and internships on various posting boards
- Scheduling hiring manager interviews and escorting candidates, as needed

Benefit Administration:

- Update PTO spreadsheet using ADP reporting and time sheets
- Report PTO to staff 4 times a year

General Support:

- Ensures that all new hire paperwork (w-4's, I-9's, self I.d. forms) is completed within 24 hours of start date, including reaching out to new hires prior to start date regarding I.d. for the I-9 form
- Create employee files for all full-time employees, maintain digital copies of files for part-time and seasonal employees
- Update the internal phone list and the departmental staff list
- Update the company-wide org chart
- Keeps staff list ("by dept") up to date
- Processing employment verifications
- Extensive filing, scanning, and shredding
- Support employee training – diversity 101, hiring for diversity, harassment by scheduling training spaces, tracking RSVPs and attendance
- Other Human Resources tasks as assigned

Requirements:

- Knowledge of Human Resources processes
- Comprehensive understanding of Public Theater mission, strategies and programming
- Strong organizational skills with an excellent attention to detail
- Problem solving skills; diagnostics, problem prevention
- Ability to work in a fast paced environment, adapt to change, and balance the needs of multiple stakeholders with an unflappable positive attitude
- Communication skills: verbal and written
- Comprehensive Excel, Outlook and Word skills

The Public is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

This is a Non-Exempt full-time position, according to the Fair Labor Standards Act.

Position is available immediately. Please send cover letter, resume, and salary expectations to: jobs@publictheater.org