

APERTURE JOB OPENING

Position Title: Human Resources and DEIA Manager
Reports to: Chief Financial & Administrative Officer
Status: Full-time (flexible)
Date: May 27, 2021

POSITION SUMMARY

Aperture seeks a human resources manager with diversity, equity, inclusion, and access (DEIA) experience to guide and support the organization's employee relations. The Human Resources and DEIA Manager is responsible for coordinating staffing, implementing employee benefits, and reviewing key documents related to policy and employee support. The position is also responsible for overseeing a strategy to achieve Aperture's goals for developing and sustaining an equitable culture that reflects the diversity, inclusivity, and representation of our program. Successful candidates will have experience in DEIA training and initiatives and have a passion for building and sustaining a collaborative and creative workplace culture.

KEY RESPONSIBILITIES**HR Responsibilities**

- In conjunction with Chief Financial Officer and Chief Operating Officer, oversee staffing process, including outreach, recruiting, interviewing, hiring, onboarding, and termination
- Work closely with the Manager of Education & Public Programs to strengthen outreach and recruitment of interns and fellows
- Create and maintain a robust orientation process for new staff, interns, and fellows
- In conjunction with Executive Director and Chief Financial Officer, help develop staff retention policies, including prioritizing diversity and inclusion initiatives, reviewing staff levels and salaries; updating job descriptions; and identifying employee training and development opportunities within and outside the organization
- Provide support and resources for staff mediation and solutions for interpersonal and collegial concerns
- Maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices; review policies and practices regularly to maintain compliance
- Coordinate annual staff goal setting and performance review process
- Oversee and coordinate employee benefits through TriNet (medical, dental, vision, life insurance, retirement plan, etc). Oversee the benefits enrollment process, including partnering with TriNet and broker on annual renewal, managing open enrollment, new hire enrollment, qualifying event changes, and questions pertaining to benefits
- Review and analyze TriNet PEO services and compare services and costs to other PEOs
- Review and update staff key staff documents (employee handbook, whistle blower policy, conflict of interest, etc) annually
- Track and maintain employee time off reports
- Oversee and coordinate Aperture staff functions and gatherings

DEIA Responsibilities

- Advise the staff DEIA committee, helping to schedule, facilitate, and direct monthly meetings and agendas, research ideas and solutions, and manage/assign responsibilities and duties to members
- Serve as the principal staff liaison to the Board of Trustees on diversity, equity, inclusion, and access as well as other related issues, reporting to them on a periodic basis and working with internal stakeholders on the design and implementation of DEIA initiatives
- Act as the primary liaison between leadership, employees, and the community related to diversity, equity, inclusion, and access
- Review, develop, maintain, recommend, and implement policies, procedures, and programs that consider and support DEIA issues
- Research current DEIA trends and compliance on an ongoing basis
- Develop DEIA training modules, tools and resources for employee development
- Develop diverse talent and recruitment strategies to diversify staff, interns, and board members
- Create an overall and robust DEIA communication strategy to enhance Aperture's recruitment, engagement, and staff development strategies
- Facilitate discussions and educational programming on a regular basis for staff and Board

QUALIFICATIONS

- Significant relevant experience in a human resources position
- Demonstrated DEIA experience
- Benefits administration experience
- Excellent interpersonal and relationship-building skills
- Strong communication and organizational skills
- Commitment to creative problem-solving associated with working in a non-profit sector
- Experience in the arts sector a plus

TO APPLY

Please send a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and how you heard about this opportunity, to newhireHR@aperture.org, using the following conventions:

Subject line: Human Resources and DEIA Manager

Cover letter: yourfirstname_yourlastname_coverletter.pdf

Resume: yourfirstname_yourlastname_resume.pdf

Applications will be reviewed on a rolling basis. NO CALLS, PLEASE. Only applicants who meet our requirements for this position will be contacted.

Aperture offers a competitive salary and excellent medical, dental, life, disability, and retirement plan coverage. Our staff also has generous vacation, sick leave, and personal days, access to a variety of cultural institutions, and a stimulating and collegial work environment.

Aperture, a not-for-profit organization, connects the photo community and its audiences with the most inspiring work, the sharpest ideas, and with each other—in print, in person, and online. Created in 1952 by photographers and writers as “common ground for the advancement of photography,” Aperture today is a multiplatform publisher and community, engaged with photography as a language of ideas and committed to the medium’s contributions to the urgent issues in society and contemporary culture.

Aperture seeks to build a diverse and inclusive workforce and welcomes all applications, regardless of gender, race, sexual orientation, cultural background, disability, age, or religion. Diversity, equity, and inclusion are at the heart of our strategic thinking, and reflected in the selection of artists and writers that we publish, the engagement programs we present, and our ongoing work to diversify our staff and board.