

HR Generalist (Permanent Part-Time)

The Royal Manitoba Theatre Centre exists to celebrate the widest spectrum of theatre art. Deeply rooted in the province of Manitoba, which gave it life and provides for its growth, Royal MTC aspires to both reflect and engage the community it serves. Canada's oldest regional theatre, Royal MTC produces ten plays at two venues, the Winnipeg Fringe Theatre Festival, extensive engagement, outreach and educational activities, and an annual Regional Tour each season. RoyalMTC.ca

We are seeking a progressive **HR Generalist** with a knowledgeable and responsive approach to join our team.

Reporting to the Executive Director, the successful candidate will lead Policy Development and Updates, Recruitment and Selection, Onboarding, Employee Relations and Performance Management. This is a true generalist position that will deliver on all aspects of HR, with the guidance of a strategic non-profit leader and consulting support for more complex issues.

As the first in-house HR position for Royal MTC, the HR Generalist will support full-time, seasonal and part-time employees across two venues and the Winnipeg Fringe Theatre Festival. The HR Generalist will be an effective problem solver, provide advice on HR best practices, and work in partnership with payroll staff, including sharing the administration of and questions about our benefit plans. Additionally, they will provide HR resources for artists and craftspeople connected to our productions, in consultation with appropriate associations and unions.

DUTIES AND RESPONSIBILITIES

- Ensure policies and procedures are updated and implemented in compliance with employment standards and applicable legislation.
- Maintain employee files and documentation.
- Conduct full-cycle recruitment and selection support for vacant roles and the onboarding process for new staff.
- Professionally address and provide counsel on employee relations concerns and questions.
- Administer and support the organization's annual performance management process.
- Establish and maintain effective communication channels for all employees.
- Identify and recommend attraction and retention strategies.
- Serve as an active member of the Health and Safety Committee.

QUALIFICATIONS

- Knowledge of employment legislation and regulations, and a strong understanding of current HR best practices.
- Prior HR experience is required and relevant education is considered an asset.
- Experience in a small to mid-size organization is an asset.
- Demonstrated relationship-management skills.
- Exceptional written and verbal communication skills.
- Outstanding planning and organizational skills.
- Previous work with unions (collective agreements) and associations is preferred.
- An understanding of HR metrics and analytical evaluations.
- Knowledge or experience with the arts community and/or not-for-profit sector.

IDEAL PERSONAL QUALITIES

- Unwavering commitment to integrity, confidentiality and discretion.
- A passion for theatre and the arts.
- Detail-orientated with strong ability to prioritize and generate follow-through.
- An approachable personality with an authentic desire to build relationships.

In addition to this position being a great opportunity for anyone with a passion for theatre, Royal MTC offers a collaborative and fast-paced working environment, a comprehensive health benefits package that the successful candidate will be eligible to participate in following three months of employment, and a pension plan that the candidate will be eligible to participate in following one year of employment.

Salary range: \$25,000 - \$30,000 (depending on qualifications and experience)

This position will be required to work 20 hours per week. There is an opportunity for this to be a hybrid position with the expectation of a minimum of one on-site day or half-day per week, so the successful candidate gets to know the staff, working culture and work environment.

Interested candidates are asked to submit both a **cover letter and resume** to hr@royalmtc.ca by **May 25, 2022**.

As demonstrated by our [Equity, Diversity, Inclusion and Anti-Racism Commitment to Action](#), Royal MTC is on a deliberate and strategic path to creating an inclusive environment for all employees and becoming an anti-racist organization. We desire to attract a workforce that reflects and shares these values. Recognizing the history of underrepresentation of Indigenous, Black, and people of colour (IBPOC) positions in our company, we will prioritize qualified individuals who self-identify as IBPOC.

We are committed to accommodating applicants with disabilities throughout the hiring process and will work with all applicants requesting accommodation at any stage of our process. If you require additional accommodations, please email hr@royalmtc.ca.

We thank all candidates for their interest; however only candidates selected for further consideration will be contacted.