



Position Description

Human Resources + Operations Coordinator

About MOCAD

The Museum of Contemporary Art Detroit (MOCAD) presents exhibitions and programs that explore the best of contemporary art, connecting Detroit and the global art world. MOCAD is focused on art as a means to nurture social change and human understanding, reflecting our community. We encourage innovative experimentation by artists, musicians, makers, cultural producers, and scholars to enrich all who participate and to educate visitors of all ages in the power of art. Whether from Detroit, or around the world, we welcome creative voices who can guide us to an equitable and inclusive future. We believe that art can change us, and it's our responsibility to hold a space where challenge, acceptance, hope, and beauty can coincide.

MOCAD opened to the public in 2006. It is operated by a staff of roughly 25 employees who work to deliver two to three exhibition and programming seasons per year in both MOCAD's main building and Mike Kelley's Mobile Homestead. MOCAD is an Equal Opportunity Employer.

About the Role

The Human Resource + Operations Coordinator works closely with Operations Manager, Chief Operating Officer, Artistic Director, and other staff members to ensure that the museum's strategic goals are achieved in employee relations, recruitment, retention through human resource services. They will organize, strategize, and implement policies according to MOCAD's employee handbook, manage employee relations, and foster communication throughout the organization. The HR + Operations Coordinator also manages staff recruitment, orientation, development, and termination. They will be the first point of contact for employees regarding incident reports, payroll and benefits questions, and related HR inquiries. They will work directly with the Operations Manager in minor accounting tasks and will work closely with the COO to support the diversity, equity, and inclusion goals of MOCAD.

Classification

Status: Full-time, exempt

Compensation

\$45,000-\$50,000

Schedule

Monday-Friday; some evening and weekend hours as needed. In-office vs at-home schedules are staggered at present due to pandemic safety guidelines with an opportunity for remote/hybrid schedule.



Reports To Chief Operating Officer and Operations Manager

Direct Reports

None

Responsibilities

Human Resources

- Being actively involved in recruitment by preparing job descriptions, posting ads, and managing the hiring process
- Work with leadership team to create a recruitment plan and calendar according to operational needs.
- Generating official internal documents such as offer letters, appointment letters, salary slips and warning letters.
- Creating onboarding and orientation plans to educating newly hired employees on HR policies, internal procedures, and regulations
- Manage new hire orientation: add new hires to payroll; collect new hire paperwork and walk them through accessing benefits; train new hires in using the Paychex platform for check stubs, clocking in, and time off requests; set up alarm system/keys; update staff contact list.
- Conduct exit interviews and ensure the exit checklist is complete.
- Maintaining physical and digital files for employees and their documents, benefits, and attendance records
- Responsible for processing payroll, update & tracking PTO and related benefits
- Ensure that staff timecards are approved in Paychex.
- Records corresponding payroll-related entries in the Museum's accounting system in coordination with the Operations Team. (QuickBooks)
- Develop and overseeing employee benefits and wellness programs.
- Responsible for managing benefits through Employee Navigator portal, including managing payroll related benefits.
- Serve as a primary contact for work-site injuries, accidents, and incidents.
- Creating employee engagement plans, getting necessary budget approval, and initiating activities.
- Diversity, equity and inclusion: Assist with designing programs and procedures to ensure that all candidates, employees, and customers are treated fairly and without discrimination.
- Assist with evaluating employee performance and appraising their pay scale accordingly.
- Handle staff grievances and ensure proper steps are taken to resolve any issue.
- Provide guidance regarding disciplinary actions.



- Manage employee advocacy and conflict resolution.

Accounting:

- Assists with data entry of invoices, credits, etc. as needed.
 - Process payroll and prepare necessary payroll reports.
 - Acts as backup for credit card processing and check payment processing.
 - Assists with annual audit documentation and support.
 - Process and enter bank and petty cash deposits.
 - Assists with generating financial reports for other departments as needed.
 - Performs other related duties as assigned.
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- **Qualifications:**
 - A minimum of three years of experience working in human resources, specifically at community-centered organizations, museums, or a related field, is required.
 - Knowledge of HR practices and principles.
 - Knowledge of and the ability to implement labor laws and disciplinary procedures, ensuring MOCAD is meeting OSHA/other legal requirements in relevant areas.
 - Outstanding interpersonal, oral, and written communication skills. Ability to give and receive effective feedback. Attention to grammar and style and a pleasant communication demeanor.
 - Demonstrated ability to collaborate and work productively with diverse constituencies.
 - A keen passion for contemporary arts and culture.
 - Scrupulous attention to detail, strong copy editing, and proofreading skills are required.
 - Excellent skills in Google Suite (Gmail, Drive, Calendar), Adobe PDF, Microsoft Office Suite (Word and Excel), and Zoom.
 - Ability to thrive in a multi-project environment.
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- **Desired Skills and Experience**
 - Associate degree in human resources, or an equivalent combination of education and experience
 - Interest in contemporary art and culture
 - Familiarity with QuickBooks a plus
 - Reliable transportation for running errands and attending off-site meetings, programs, and events on behalf of the Museum (mileage reimbursed.)
 - Organizational skills
 - Strong communications skills



- High discretion and ethics
- Skilled at conflict resolution
- Ability to adapt to the use of new technology tools as needed.

To apply for this role, please email your resume and cover letter as a PDF to jobs@mocadetroit.org by June 2, 2023. Unfortunately, we are unable to respond to inquiries about hiring or this position.