



## HUMAN RESOURCES DIRECTOR

Permanent Full Time (35 hours per week)

- Are you a talented Human Resources professional looking for that next challenge?
- Are you empathetic, caring and passionate about creating a great employee experience?
- Would you like to join an organization with meaningful purpose?

Arts Umbrella is where young artists ages 2–22 cultivate their creativity in Dance, Theatre, and Art & Design. As a non-profit organization for arts education, we believe that art is powerful. Powerful enough to change childrens' lives in incredible ways. When young people connect with the arts, they gain self-confidence, develop self-discipline, and discover creative expression—qualities they carry with them for life. Arts Umbrella has four locations in Vancouver and Surrey, as well as donor-funded programs at schools, community centres, neighbourhood houses, and healthcare facilities across Metro Vancouver. We reach close to 24,000 young people every year, with nearly 81% participating at little to no cost.

Now celebrating 40 years, Arts Umbrella will be moving into the former South Building of Emily Carr University of Art + Design on Granville Island in 2020. This exceptional opportunity will allow Arts Umbrella to further our vision for a better world where all young lives are inspired to pursue a lifelong journey towards self-expression, compassion, and humanity. It is our mission to be Canada's leader in arts education for young people; to build community and deliver profound life experiences through our commitment to innovation, excellence, and inclusivity. Arts Umbrella is an organization full of heart, where self-expression and creativity are valued and nurtured.

### Diversity & Inclusion

Arts Umbrella is dedicated to promoting diversity and inclusion. Our commitment is reflected in our programming, the audience we engage with, the students we serve as well as the staff we employ. Diversity and inclusion in our organization means fostering a workplace in which individual differences are recognized, appreciated, and respected. We actively seek applications from Indigenous peoples, visible minorities, persons with disabilities, people of all sexual orientations and genders, and others with knowledge in diversity and inclusion to help us strengthen our commitment.

### The Opportunity

Reporting to the Senior Director of Finance and Administration, the HR Director is responsible for the strategic leadership of all aspects of HR Management, policies, and programs. As a member of the senior administration team, the HR Director cultivates a positive organizational culture, enabling employees to perform in accordance to the organization's commitment to innovation,



excellence, and inclusivity. The HR Director will participate in the development of the organization's strategic plan and be responsible to lead the HR team for delivering on all Human Resources related goals and objectives therein.

**Key Accountabilities:**

Key responsibilities include, but not limited to the following:

- Lead the Human Resources team in developing, implementing and ensuring the success of strategic HR planning, programs and policies.
- Perform regular organizational needs-assessments and make recommendations to senior leadership to address gaps.
- Establish departmental measurements that support the accomplishment of the organization's strategic goals.
- Works closely with managers in the role of strategic partner, to influence and implement innovative Human Resources strategies and programs based on proven people practices to support a high level of employee engagement and the achievement of Arts Umbrella objectives.
- Liaise with board on risk management and HR initiatives and report out to finance and risk management committee.
- Establish progressive and equitable talent attraction strategy and procedures to recruit and retain high-performing employees.
- Establish a framework for succession planning, focusing on employee growth and development to align with the organization's current and future workforce needs.
- Manage expectations through the development of employee evaluation, progressive discipline and employee feedback systems.
- Lead the development and oversee a comprehensive diversity and inclusion plan for the organization to continue striving for an inclusive and accessible space for Arts Umbrella's employees to be supported in their work.
- Lead employee engagement survey and strategic actions to ensure a high level of employee engagement and satisfaction.
- Design and recommend employee recognition practices to establish a positive employer-employee relationship and promote a high level of employee morale and motivation.
- Establish standardized organizational training requirements; design and deliver management/leadership training for HR best practices and initiatives.

**Here is what you bring:**

- University degree in Human Resources Management and/or equivalent discipline;
- CPHR Designation;
- 7-10 years experience in a strategic human resources role with a minimum of three years' senior HR Leadership capacity with experience in managing a team;
- Proven experience in project management and change management;
- Strong business acumen;



## **ARTS UMBRELLA**

- Excellent interpersonal, communication, problem-solving and organizational skills;
- Advanced skills in Microsoft Word, PowerPoint, Excel, Outlook, PowerPoint, and Access;
- Experience in developing, implementing, and monitoring strategic plans;
- Excellent written and oral communication skills;
- Passionate, approachable and excellent relationship builder.

### **How to apply:**

If you have what it takes and are looking for a great opportunity to work within a forward-thinking organization, send your resume and cover letter to [job@artsumbrella.com](mailto:job@artsumbrella.com) indicating **HUMAN RESOURCES DIRECTOR** in the subject line. We will review resumes as they arrive and schedule interviews when appropriate.

Arts Umbrella thanks all applicants for their interest and advises that only those selected for an interview will be contacted.