

# ASHEVILLE ART MUSEUM

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PO Box 1717 | Asheville, NC 28802-1717

**Position Title:** HR Generalist  
**Department:** Administration  
**FLSA Status:** Non-Exempt  
**Worker Category:** Full-time, Benefitted  
**FTE:** 1.0 (40 hours per week)  
**Location:** In person  
**Supervisor:** Executive Director  
**Last Reviewed:** December 15, 2022

## Organization

Established in 1948 by artists, the Asheville Art Museum engages, enlightens, and inspires individuals and enriches community through dynamic experiences developed for all ages that interpret its Collection and exhibitions of American art of the 20th and 21st centuries. Anchoring the center of lively downtown Asheville in the Blue Ridge Mountains, the Museum serves residents of the Southeast and Western North Carolina region, as well as visitors from around the country and the world.

The museum currently employs 23 full-time staff, 16 part-time staff, and 100+ volunteers.

## Position Description

The **Human Resource Generalist** will run the daily functions of the Human Resource (HR) department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices. The HR Generalist serves in a broad HR capacity to support the employee experience for the museum. This position will report to the Executive Director. The HR Generalist will have access to the volunteer HR Committee of the Trustees for mentorship and guidance.

## Primary Responsibilities/Essential Functions

- Responsible for onboarding new staff including: securing identification, tax, and other documentation, preparing staff badges and security clearance, completing required background check, and setting up new staff email, computer, and other access.
- Manage and monitor Employee Navigator & Portal to track employee changes to PTO, insurance, personal information, etc.
- Manage employee attendance including the review of employee timesheets and the tracking of time off. This includes but is not limited to: managing Museum PTO calendar to ensure departmental and organizational compliance and issuing PTO approvals/ denials to employees with department manager oversight.
- Process payroll on bi-monthly basis including processing time sheets, evaluating timesheets for accuracy, and preparing reports/ import files for accounting purposes.
- Process all monthly, quarterly, and annual payroll taxes, reports, and filings.
- With Management, process Leave of Absence (Personal, Medical, and Military) requests per Museum policy.
- Manage shared Personnel Calendar for staff reference.
- Manage employee insurance benefits including annual review of health, dental, life, and retirement plans. Facilitate communication of employee eligibility and enrollment, process changes / termination of insurance, and answer employee policy

questions.

- Process, verify and maintain documentation in the personnel records relating to HR activities such as staffing, training and performance evaluations.
- Create agenda for and facilitate bi-weekly staff meetings.
- Schedule and communicate staff scheduling needs for weekly late night coverage, special events, and holiday building coverage.
- Create, maintain, and assist staff with organization email, calendars, and shared documents.
- Coordinate with Facilities Manager to create access and train new employees on security systems and to remove former employees from security systems.
- Foster positive employee relationships including employee engagement and recognition.
- When necessary, administers employee grievance process, administering employee corrective action, communicating with management and staff about policy violations, and directing employee terminations when necessary.
- Review, research, and update employment policies, handbooks, forms, and contracts as appropriate and necessary.
- Develop, train, interpret, and ensure compliance with employee policies and guidelines.
- Oversee entire process of staff recruitment, including but not limited to: writing/ updating job descriptions, posting job openings, receiving and reviewing candidate applications, scheduling candidate interviews with appropriate staff, checking job history and candidate references, communicating with candidates, and extending written employment offers to selected candidates.
- Working with Visitor Services Associate, process Volunteer background checks and DEAI surveys and periodically review Volunteer policies.
- Process employee exit interviews and compile data for management review.
- Administration of occupational health response.
- Create practice standards for employee document creation and retention.
- Work closely with Trustee and volunteer HR Committee to review policies, answer questions, and keep management updated on employee relations.
- Other duties as assigned.

This job description is a general description of the essential job functions. It is not intended to describe all the duties the position may perform.

### **Work Environment**

This position is a full-time, 40 hour a week, in-house position. The incumbent should be able to travel periodically for meetings or Museum business.

### **Minimum Qualifications**

Any combination of education and/or experience equivalent to:

- Three (3) years of Human Resources experience in an office environment.
- One (1) year of payroll experience including processing of taxes and reports required.
- PHR or SHRM-CP preferred but not required.
- Bachelor's Degree in Human Resources Management, Business Administration, Accounting, Psychology, or other related field preferred but not required.

### **Knowledge, Skills, and Abilities**

- Knowledge of employment law and industry standards.

- Excellent verbal communication and interpersonal skills.
- Excellent negotiation and conflict resolution skills.
- Organized, self-motivated, and detailed-oriented.
- High proficiency with Microsoft Office Suite.
- Ability to learn new platforms.
- Ability to communicate effectively.
- Ability to maintain confidentiality and handle sensitive issues.
- Ability to work autonomously.

### **Pay Range**

Compensation will range from \$47,000 to \$52,000 annually, dependent on experience. This position will qualify for full benefits.

### **Application Process**

**To apply, please send resume and cover letter to [mailbox@ashevilleart.org](mailto:mailbox@ashevilleart.org) with “HR Generalist” in the subject line.**

### **Equal Employment Opportunity**

The Asheville Art Museum provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

### **Diversity, Equity, Access, and Inclusion**

The Asheville Art Museum’s vision is to transform lives through art, and we welcome all visitors without discrimination. The Museum acknowledges that it is situated upon the ancient, southern Appalachian ancestral homeland of the Cherokee Tribe and that this region is still the home of the Eastern Band of Cherokee Indians today. The Asheville Art Museum is committed to being an active leader against racism. We uphold anti-oppressive and equitable practices, while striving to create opportunities for education and action to build a stronger community. The Asheville Art Museum is dedicated to advancing diversity, equity, access, and inclusion—now and in the future. The Museum is moving with awareness and commitment, through assessment, training and engagement, to implementation and accountability.