

# ASHEVILLE ART MUSEUM

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<b>Position Title:</b>	<b>HR Generalist</b>
FLSA Status:	Exempt Worker
Category:	Full-time or Part-time
Weekly Hours:	20-40 hours per week based on category
Location:	In person
Reports to:	Executive Director

## 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

This position has the flexibility to be part-time or full-time depending on the need of the organization and candidate. This will be discussed during the interview process with the qualified candidates. The Human Resource Generalist will run the daily functions of the Human Resource (HR) department including hiring and interviewing staff, administering pay and benefit programs, facilitating performance management, overseeing employee relations, maintaining personnel files and enforcing company policies and practices. The HR Generalist serves in a broad HR capacity to support the employee experience for the Museum and to provide guidance on complying with federal and state employment regulations. This position will report to the Executive Director and have access to the volunteer HR Committee of the Trustees for mentorship and guidance.

## Primary Responsibilities/Essential Functions

- 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.
- Onboard new staff including coordinating employee orientation, completing required paperwork, preparing staff badges and reviewing organization HR policies.
- Manage and monitor employment records using Employee Navigator to track employee changes to PTO, insurance, personal information, etc.
- Maintain attendance policies, including reviewing and answering questions on PTO and providing guidance to managers on staff attendance issues.
- Coordinate annual health insurance renewal and assist with open enrollment. Answer questions on employee benefits programs including medical, dental,

vision, life and 403(b) retirement plan. Facilitate communication of employee eligibility and enrollment, process changes and termination of insurance.

- Process, verify and maintain documentation in personnel files relating to HR activities such as staffing, training and performance evaluations.
- Address employee concerns, facilitate conflict resolution and counsel managers on promoting a positive work environment.
- When necessary, administer employee corrective action, communicating with management and staff about policy violations, and directing employee terminations when necessary.
- Work with managers on evaluating and processing Leave of Absence (Personal, Medical, and Military) requests in line with Museum policy.
- Review, research, and update employment policies, handbooks, forms, and contracts as appropriate and necessary.
- Plan and execute training and development programs for managers and staff.
- 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 generally full-time but has the flexibility to be converted to part-time for a candidate with greater experience looking to work fewer hours. This position is on site.

#### **Minimum Qualifications**

Any combination of education and/or experience equivalent to:

- 3-5 years of Human Resources experience in an office environment.
- 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.
- Experience with HRIS systems
- Knowledge of payroll processes

#### **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 maintain confidentiality and handle sensitive issues.
- Ability to work autonomously.

#### **Pay Range**

Annual compensation for a full-time position starts at \$55,000 based on experience. Benefits are included for positions scheduled to work at least 30 hours per week.

### **Application Process**

**To apply, please send resume and cover letter to [careers@ashevilleart.org](mailto:careers@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 inclusion—now and in the future.