

Position: Human Resources Generalist
Reports To: Director of Finance & Administration
Status: Part-Time (20 hours/week) / Non-Exempt



OVERVIEW:

The Human Resources Generalist supports the organization's people strategy by fostering a positive, inclusive, and mission-driven workplace culture. This role is responsible for a broad range of human resources functions including recruitment, onboarding, employee relations, benefits administration, policy implementation, performance management support, compliance, training coordination, and HR recordkeeping. The HR Generalist partners with leaders across the organization to support employees and ensure consistent HR practices. The ideal candidate has held leadership roles in HR is a collaborative problem-solver who values both people and process and is committed to supporting an organization dedicated to inspiring and enriching the community through the arts.

RESPONSIBILITIES:

Recruitment & Staffing

- Coordinate recruitment and hiring processes for full-time, part-time, seasonal, and temporary staff.
- Manage job postings, candidate communications, interview scheduling, reference checks, and offer documentation.
- Support hiring managers in developing effective recruitment strategies and equitable hiring practices.
- Coordinate onboarding and orientation programs to ensure a positive employee experience.

Employee Relations & Culture

- Serve as a resource for employees and supervisors regarding workplace policies, procedures, benefits, and employment practices.
- Support managers in addressing performance concerns, attendance issues, workplace conflicts, and employee development opportunities.
- Promote a positive, inclusive, and respectful workplace culture aligned with the organization's mission and values.
- Assist with employee engagement initiatives, recognition programs, and staff events.

Benefits, Leave Administration & HR Operations

- Administer employee benefits enrollment, changes, and annual open enrollment processes.
- Assist employees with leave requests and related documentation, including FMLA, ADA accommodations, and applicable state leave programs.
- Coordinate employee data changes and maintain accurate records within HRIS and payroll systems.
- Maintain a thorough understanding of the organization's collective bargaining agreements and applicable union employment requirements, ensuring compliance with all contractual obligations.
- Partner with Finance to ensure timely and accurate processing of employee information affecting payroll.

Performance Management & Professional Development

- Support annual performance review processes and ongoing employee feedback initiatives.
- Coordinate compliance training, leadership development, and professional growth opportunities.
- Assist supervisors in setting performance expectations and identifying development plans.

Compliance & Policy Administration

- Ensure compliance with federal, state, and local employment laws and regulations.
- Maintain personnel files and HR records in accordance with legal and organizational requirements.
- Manage employee handbook updates, policy development, and implementation of HR best practices.
- Support audits, reporting requirements, and HR-related organizational initiatives.

Organizational Partnership

- Collaborate with leaders across the organization to address workforce needs.
- Support workforce planning for seasonal fluctuations, special events, productions, camps, classes, and educational programming.
- Participate in organizational projects that strengthen employee experience, operational effectiveness, and organizational culture.

QUALIFICATIONS AND SKILLS:

- Bachelor's degree in Human Resources, Business Administration, Organizational Leadership, or a related field preferred.
- Minimum of 5 years of progressive human resources experience including strategic leadership experience.
- Working knowledge of employment law, employee relations, benefits administration, and HR best practices.
- Strong interpersonal, communication, relationship-building, and conflict resolution skills.
- Ability to exercise sound judgment and maintain confidentiality.
- Strong organizational skills with the ability to manage multiple priorities in a fast-paced environment.
- Proficiency with HRIS, payroll systems, and Microsoft Office applications.
- SHRM-CP, SHRM-SCP, PHR, or comparable certification preferred.
- Experience with Diversity, Equity, Inclusion, and Belonging initiatives
- Commitment to the Mission and Values of the Organization

TO APPLY:

Send a resume and cover letter to Kate Schmitt, Director of Finance & Administration, at kschmitt@firststage.org with the subject line **Human Resources Generalist: (First Name Last Name)**. No phone calls please. Application submission period will remain open until position is filled.

ABOUT FIRST STAGE

First Stage, Milwaukee's premiere non-profit theater for young people and families is a nationally acclaimed professional theater company drawing annual audiences of more than 120,000 people. First Stage's production season includes mainstage shows at the Todd Wehr Theater, as well as our First Steps and Young Company Series of productions at Goodman Mainstage Hall at the Milwaukee Youth Arts Center—a total of more than 400 performances annually. First Stage also offers Theater in Education programs, serving 20,000 students in classrooms annually throughout southeastern Wisconsin. The First Stage Theater Academy, the largest and most high-impact training program of its kind in the nation, teaches life skills through stage skills to nearly 2,000 young people ages 3-18 each year. For more information about First Stage, including current updates on our Equity, Diversity, and Inclusion work, please visit www.firststage.org.