

Hiring Company Name: Texas Ballet Theater
Position Title: Human Resources Manager
Location: Fort Worth, Texas

Position Summary

Texas Ballet Theater seeks an experienced and people-focused Human Resources Manager to support and advance the organization's mission through strategic human resource leadership. This role oversees daily HR operations and partners with leadership to foster a collaborative, inclusive, and high-performing workplace for administrative staff, artistic personnel, production teams, and educators.

The Human Resources Manager will lead recruitment, employee relations, benefits administration, compliance, performance management, and organizational development initiatives while ensuring alignment with the culture and values of a premier performing arts organization.

Key Responsibilities

Human Resources Operations

- Manage day-to-day HR functions, policies, procedures, and employee records.
- Ensure compliance with federal, state, and local employment laws and regulations.
- Maintain and update employee handbooks, HR policies, and organizational procedures.
- Oversee onboarding and offboarding processes for all employees.

Recruitment & Talent Management

- Lead full-cycle recruitment efforts for administrative, artistic, production, and education staff positions.
- Partner with department leaders to identify staffing needs and workforce planning strategies.
- Coordinate interviews, candidate evaluations, and hiring processes.
- Support employee retention and engagement initiatives.

Employee Relations

- Serve as a trusted advisor to employees and management regarding workplace concerns and conflict resolution.
- Foster a positive, inclusive, and respectful workplace culture.
- Support performance management processes, coaching, and employee development efforts.

Compensation & Benefits

- Administer employee benefits programs, leave management, and payroll coordination.
- Conduct compensation benchmarking and support salary administration.
- Assist employees with benefits enrollment and HR-related inquiries.

Training & Organizational Development

- Develop and coordinate employee training programs and professional development opportunities.
- Promote diversity, equity, inclusion, and accessibility initiatives across the organization.
- Support leadership development and succession planning efforts.

Compliance & Risk Management

- Ensure compliance with employment regulations, workers' compensation requirements, and organizational policies.
- Maintain confidentiality of sensitive employee and organizational information.
- Assist with audits, reporting, and HR metrics tracking.

Qualifications

- Bachelor's degree in Human Resources, Business Administration, or related field preferred.
- Minimum 5 years of progressive HR experience; nonprofit or performing arts experience preferred.
- Strong knowledge of employment law, HR best practices, and employee relations.
- Excellent interpersonal, communication, and organizational skills.
- Ability to work effectively with diverse teams in a creative and fast-paced environment.
- Proficiency with HRIS systems and Microsoft Office applications.

- SHRM-CP, SHRM-SCP, PHR, or SPHR certification preferred.

Desired Attributes

- Passion for the performing arts and nonprofit mission-driven work.
- High level of professionalism, discretion, and emotional intelligence.
- Collaborative leadership style with strong problem-solving abilities.
- Ability to balance strategic thinking with hands-on execution.

Compensation & Benefits

Texas Ballet Theater offers a competitive salary and comprehensive benefits package, including health insurance, paid time off, retirement benefits, and opportunities to engage with one of the nation's leading ballet companies.

About Texas Ballet Theater

Texas Ballet Theater is a nationally recognized professional ballet company serving audiences across North Texas through artistic excellence, innovative performances, and impactful arts education programs.

Benefits:

- 403(b)
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Work Location: In person