

***Human Resources Manager (Full-time, salary, exempt)***

The New Bedford Whaling Museum seeks a full-time Human Resources Manager. Reporting to the Chief Administrative Officer & CFO, the Human Resources Manager will run the daily functions of the HR department including facilitating the hiring and interviewing of staff, administering pay, benefits, and leave, enforcing company policies and practices, monitoring employee morale and helping to foster a positive workplace culture.

***Duties/Responsibilities:***

- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings
- Conducts or acquires background checks and employee eligibility verifications and ensures compliance and accuracy in these processes
- Implements new hire onboarding and supports managers in the orientation of new team members
- Maintains company organizational chart and employee directory
- Ensures job descriptions are up to date and compliant with all federal, state, and local regulations
- Develops training materials and performance management programs to help ensure employees understand their job responsibilities
- Implements and leads professional development and employee recognition programs
- Leads the effort to monitor and build employee morale and foster a positive and supportive workplace environment and culture
- Ensures all employment policies are up to date, compliant with federal, state, and local employment laws and regulations, are aligned with best practices, and are applied consistently
- Handles employment-related inquiries from applicants, employees, and supervisors with a commitment to resolving inquiries and issues in a prompt and effective manner. Refers complex and/or sensitive matters to the appropriate staff member
- Attends and participates in employee disciplinary meetings, terminations, and investigations
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law
- Performs other duties as assigned

***Required Skills/Abilities:***

- Excellent verbal and written communication skills
- Excellent interpersonal, negotiation, and conflict resolution skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Strong analytical and problem-solving skills
- Ability to prioritize tasks and to delegate them when appropriate
- Ability to act with integrity, professionalism, and confidentiality
- Thorough knowledge of employment-related laws and regulations
- Proficient with Microsoft Office Suite or related software
- Proficiency with or the ability to quickly learn the organization's HRIS systems

***Education and Experience:***

- Bachelor's degree in Human Resources, Business Administration, or related field required
- Minimum of 3-5 years of human resource management experience preferred
- PHR, SPHR, or SHRM-CP a plus

***Physical Requirements:***

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift 15 pounds at times

***Salary Range:*** \$60,000 - \$70,000 depending on experience. This is a full-time position that includes a robust employee benefits package.

***About The New Bedford Whaling Museum***

The New Bedford Whaling Museum ignites learning through explorations of art, history, science and culture rooted in the stories of people, the region and an international seaport. Founded in 1903 as the Old Dartmouth Historical Society, the Museum seeks to advance understanding related to the influence of the whaling industry and the port of New Bedford on the history, economy, ecology, arts, and cultures of the region, the nation, and the world. We tell the stories of the many diverse communities that shared in the creation of this history, through excellence in our collections, scholarship, and public engagement. The Museum is recognized as a compelling destination that inspires all visitors to reflect on the complex issues that shaped the past, remain critical today, and inform a sustainable future. Today, the Whaling Museum is a leader in the cultural landscape of the SouthCoast serving approximately 100,000 visitors and offering engaging exhibitions, dynamic public programs, and vibrant educational activities to learners of all ages.

***To Apply:*** Send resume and cover letter to Michelle Taylor, Chief Administrative Officer & CFO at [mtaylor@whalingmuseum.org](mailto:mtaylor@whalingmuseum.org). No phone calls please.

The New Bedford Whaling Museum is committed to diversity among its employees and encourages qualified candidates from all backgrounds to apply.