



425 Lafayette Street
New York, NY 10003

Human Resources Coordinator, Recruiting and Training

The Public Theater seeks a highly organized, dynamic, and dependable Human Resources (HR) Coordinator to coordinate all recruiting and training processes. The HR Coordinator will collaborate closely with the HR team, hiring managers, external facilitators, and many others, to shape the best possible experience for candidates and existing staff, whether it be for a first interview, a manager training, or any activity in between.

Recruiting Responsibilities:

- With HR team, coordinate all recruiting efforts across the organization
- Perform all administrative tasks related to recruiting with utmost discretion and precision, including but not limited to job posting, salary screening, scheduling interviews, conducting phone, video, and in person interviews, meeting candidates, running background checks, and drafting offer letters
- Research and implement new technology systems and new best practices related to recruiting
- Attend job fairs, meet and greets, and networking events as a representative of the Public
- Consistently brainstorm and implement ways to further the Public's Equity, Diversity, and Inclusion (EDI) goals through recruiting and hiring processes

Training Responsibilities:

- Maintain the Public's HR training calendar and all related activities
- Perform all administrative tasks related to training, including but not limited to tracking sign-ups, coordinating and scheduling with external facilitators, facilitating some trainings, preparing materials
- Draft training implementation plans for EDI and harassment trainings in collaboration with HR team
- Other duties as assigned

Requirements:

- 2+ years of working experience in Human Resources or Administration, recruiting and training experience a huge plus
- High level of attention to detail
- Commitment to confidentiality and discretion
- Commitment to delivering excellent customer service

- Personable and able to keep a positive attitude under stressful and shifting circumstances
- Creative and flexible under high levels of complexity and competing priorities
- Ability to take initiative and work independently
- Ability to build and maintain partnerships, internally and externally
- Ability to give and receive professional feedback, with an appetite for professional growth
- Adept at using and learning new software tools, including proficiency with MS Office

The Public is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

This Non-Exempt full time position, according to the Fair Labor Standards Act, is available immediately.

Please send resume, cover letter, and salary expectations to recruiting@publictheater.org