



425 Lafayette Street  
New York, NY 10003

## Human Resources Coordinator

The Public Theater is looking for a Human Resources Coordinator to support the daily administrative processes of a high-volume, collaborative department. The HR team at the Public Theater helps to create an engaging employee experience for an incredibly talented group of colleagues across artistic, production, and administrative departments. This role represents a unique opportunity to drive continuous improvement toward the HR team's goal of being trusted advisors to Public employees. This position reports to the HR Manager. We're looking for a flexible, positive problem solver, someone who is mission-aligned, and who is excited to be a part of this growing team.

### **Responsibilities:**

Key responsibilities touch all facets of the employee lifecycle, with opportunities to positively impact the way Public employees experience their work environment. Some responsibilities and projects can be added depending on the candidate's interests. Responsibilities include:

#### Recruitment:

- Post all available full-time, part-time, seasonal, and internship positions on various posting boards
- Schedule hiring manager interviews and escorting candidates, as needed
- Support networking for new candidates, including representing the Public at recruitment events

#### Benefit Administration:

- Support on-boarding of full- and part-time staff
- Answer employee questions about the Public's benefits and HR policies
- Support and coordinate employee benefits education events, including "wellness fairs"

#### General Support:

- Respond to internal and external HR-related inquiries or requests and provide assistance
- Ensure that all new hire paperwork (W-4's, I-9's, self ID forms) is completed within 24 hours of employee start date, including reaching out to new hires in advance of start date regarding ID's for the I-9 form
- Create and maintain records of personnel-related data (payroll, personal information, leaves, turnover rates, etc.) in both paper and electronic form to ensure all employment requirements are met
- Update and maintain important organization documents like the internal phone list, departmental staff list, and company-wide org chart
- Process employment verifications
- Support employee training by scheduling training spaces, tracking RSVPs and attendance
- Support Senior Director, HR with calendaring
- File, scan, and shred documents
- Assist in ad-hoc HR projects

### **Requirements:**

- Passion for the mission of the Public Theater
- Experience in Operations, Human Resources, and/or Finance
- Strong organizational skills with excellent attention to detail

- Bilingual (Spanish-speaking) strongly preferred
- Problem-solving skills; diagnostics, problem prevention
- Ability to work in a fast-paced environment, adapt to change, and balance the needs of multiple stakeholders with an unflappable positive attitude
- Ability to handle confidential information with discretion and professionalism
- Excellent verbal and written communication skills
- Proficiency in Excel, Outlook, and Word
- Sense of humor a plus

The Public Theater 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 applicants 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 is a non-exempt full-time position, according to the Fair Labor Standards Act.

The position is available immediately. Please send cover letter, resume, and salary expectations to:  
**[jobs@publictheater.org](mailto:jobs@publictheater.org)**