



425 Lafayette Street
New York, NY 10003

Associate Director, Payroll and Benefits

This position oversees the work of payroll, benefits in the Human Resources (HR) 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. Supported by a team of two, the Senior Manager will ensure we continue to run an efficient and effective payroll and benefits function. S/he will work with the rest of the team to drive continued improvement towards our goal of being trusted advisors across the Public. This position reports to the Senior Director, HR.

Responsibilities:

- Payroll:
 - Manage, coach and support Assistant Manager, Payroll and HRIS.
 - Support Assistant Manager in continuing to make improvements to how payroll data is processed.
 - Maintain and improve our compensation benchmarking data and processes, including overseeing outside support. In FY 21, engage and oversee the work of an outside compensation consultant to ensure our pay scales are competitive.
 - Support executive compensation process and practices, in partnership with Senior Director and with Finance.

- Benefits:
 - Manage, coach and support HR Manager who oversees benefits.
 - In FY 20, along with Manager, lead an RFP process to ensure we have the best vendors possible supporting our benefits function.
 - Manage relationship with actuary and liaise with Finance department regarding ongoing pension management.
 - On an ongoing basis, along with Manager, recommend cost-effective ways of offering our employees a robust benefits package.

- Compliance, Risk Management and Reporting:
 - Work with Finance on all Department of Labor and Internal Revenue Service filings.
 - Work with Finance on all audit-related needs.
 - In collaboration with the Assistant Manager, Payroll and the Senior Director, stay abreast of legal and regulatory changes (including FLSA) and ensure The Public is compliant.
 - Support and advise the Assistant Manager in developing a robust analytics function within HR.

Requirements:

- Commitment to The Public Theater's mission to create theater of, by, and for all people
- Experience leading a team to achieve reach goals and managing a team through transition
- At least five years of experience overseeing payroll
- At least three to five years of experience overseeing benefits
- Significant HR experience in an organization with a large seasonal staff (regardless of industry)
- Deep commitment and dedication to work on Equity, Diversity and Inclusion (EDI) and furthering how HR can contribute to this work
- Strong customer service orientation; able to train others on core customer service skills
- Able to build strong relationships across levels and functions
- Able to work in fast pace environment with conflicting deadlines, while maintaining an incredible attention to detail
- Absolute discretion, maturity and commitment to confidentiality
- ADP experience required
- Sense of humor
- Proficiency with MS Office, especially Excel
- Bilingual in Spanish and English a plus
- Experience with data and analytics a plus
- Experience managing a defined benefit pension a plus
- Experience managing an HRA a plus

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 is an exempt position, according to the Fair Labor Standards Act. Position is available immediately.

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