



Director, People & Culture

Department: Finance, Operations, and Administration

Reports To: Senior Director, Finance & Operations

Employment Type: Full-Time, Exempt

Location: Hybrid, with on-site in New Bedford, MA 2 days per week, preferred

Salary Range: \$70,000-\$110,000

Posting Date: 8/6/2025

About The Zeiterion

The Zeiterion (The Z) is a nonprofit organization with a mission to steward our historic theater as a gathering place for performing arts experiences where learning, connection, and creative expression thrive. Our work is guided by five core values: **Imagination, Connection, Equity, Transparency, and Discovery**. These values inform how we deliver on our mission and how we work together every day.

We are committed to cultivating a workplace where all individuals feel respected, valued, and empowered to contribute. As a team member, you'll be part of a culture that supports creativity, collaboration, continuous learning, and inclusion. Learn more here: <https://www.zeiterion.org>

Position Summary

The **Director of People & Culture** will be responsible for balancing strategic leadership with the execution of day-to-day HR operations, as a team of one to start with department growth planned in 2026. The Director champions the organization's mission by fostering a high-performing, inclusive, and values-driven workplace and stewarding a thriving organizational culture where employees thrive at every stage of their journey. Through intentional planning, design, and execution this role helps attract top talent and ensures that staff members are supported and empowered throughout their journey, positioning The Z as an employer of choice. This role plays a key part in advancing our mission and contributes to a supportive, inclusive, and imaginative work environment.

Key Responsibilities

Strategic Leadership

- Shape and implement a comprehensive People & Culture plan aligned with organizational goals, emphasizing employee experience.
- Build and sustain a workplace culture rooted in equity, inclusion, and alignment with organization mission and values.
- Provide data-driven insights and strategic counsel as the subject matter expert and trusted advisor on all HR matters.

Talent Acquisition & Onboarding

- Develop/improve upon and lead full-cycle recruitment and onboarding processes with a strong focus on equitable hiring practices and a positive candidate and new employee experience.
- Build a diverse talent pipeline and lead the strategy to make the organization an employer of choice.

Employee Relations & Engagement

- Foster an inclusive, collaborative culture and address employee concerns fairly.
- Drive performance management, professional development, and well-being initiatives.
- Develop and lead a program of professional and personal growth by identifying training needs and supporting leadership development and succession planning.
- Support an employee-driven committee on all diversity, equity, inclusion, and belonging initiatives.
- Own the content of the Employee Handbook by conducting an audit and recommending changes that align with organizational values and legal compliance.
- Contribute to an environment that values innovation and continuous improvement.

Compliance & Risk Management

- Ensure legal compliance and manage labor laws, HR-risk management practices, policies, and procedures, safety, and investigations.
- Monitor industry trends and regulatory changes.

Compensation, Benefits & Payroll

- Oversee payroll, benefits administration, and open enrollment.
- Recommend competitive compensation and benefits strategies.

HR Operations & Reporting

- Maintain accurate records and optimize HR systems and processes.
- Develop metrics for data-driven decisions and measuring effectiveness.
- Ensure cost-effective and timely delivery of all HR programs and services.
- Facilitate the annual performance review process, including goal setting, alignment, KPI, and outcome tracking.

Qualifications

Required:

- A minimum of a bachelor's degree in a relevant field or at least 8 years of relevant HR experience.
- A minimum of 5 years of progressive HR experience, including time spent in leadership roles.
- Demonstrable knowledge of state and federal employment law, compliance standards, and nonprofit HR best practices.
- Excellent interpersonal, communication, and problem-solving skills.
- Ability to work independently and manage multiple priorities in a dynamic environment.

Preferred:

- SHRM-SCP, SPHR, or equivalent certification.
- Experience in a nonprofit setting.
- Experience in HR strategy development and organizational change.
- Demonstrable knowledge of HR industry best practices and a commitment to lifelong learning.

What We're Looking For

In addition to relevant experience, we're looking for a colleague who:

- Brings a spirit of **curiosity, creativity, and openness**
- Communicates with **clarity, honesty, and care**
- Thrives in a collaborative, **relationship-centered team**
- Shares our commitment to **equity, inclusion, and anti-racism**
- Is excited to **learn, grow, and imagine new ways forward**

Our Workplace Culture

As part of your onboarding, you'll be welcomed into a culture that reflects our values:

- **Imagination** – We encourage creative problem-solving and fresh ideas from every level of the organization.
- **Connection** – We work with empathy and respect, building strong relationships across teams.
- **Equity** – We actively address inequities in our systems and strive for inclusive representation in all we do.
- **Transparency** – We communicate openly, share information proactively, and make decisions with integrity.
- **Discovery** – We support risk-taking and learning from mistakes as essential parts of growth.

We create a workplace where you can bring your full self, feel supported, and know your contributions matter.

Compensation & Benefits

- Salary: : \$70,000-\$110,000
- Benefits include: Medical, dental, vision, retirement plan with employer match, paid time off, professional development
- Additional perks: Tickets to performances, wellness programs, remote and schedule flexibility.

Equal Opportunity

The Z is an equal opportunity employer. We celebrate equity and are committed to creating an inclusive, thriving environment for all employees including, but not limited to, a culture of antiracism in which we build policies, procedures, and a safe space for people from all backgrounds to feel safe and seen in our employ, in our seats and on our stage.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment ranges from low to high
- The Z is a collaborative work environment, and employees are expected to be open and willing to collaborate across departments and teams
- The Zeiterion is on an active, and ongoing, journey to be anti-racist organization - advancing anti-racist policies and practices, and fostering and sustaining a culture that values community, social justice, and equity

To Apply

Submit your resume to careers@zeiterion.org with the job title in your subject line. Applications will be accepted on a rolling basis with priority to those submitted by Friday, August 29, 2025

We deeply value diverse backgrounds, experiences, and perspectives. We believe this diversity strengthens our institution and enriches our community. While we've outlined the qualifications and experience that we think will help someone thrive in this role, we also recognize that talent comes in many forms. If your background doesn't perfectly align with every requirement, we still encourage you to apply — your unique perspective might be exactly what we need.