

NEW YORK TRANSIT MUSEUM

JOB TITLE: Human Resource Manager (Full-time)

New York Transit Museum, Brooklyn, NY

Founded in 1976, the New York Transit Museum is dedicated to telling and preserving the stories of mass transportation – extraordinary engineering feats, workers who labored in the tunnels over 100 years ago, communities that were drastically transformed, and the ever-evolving technology, design, and ridership of a system that runs 24 hours a day, every day of the year. Housed underground in an authentic 1936 subway station in downtown Brooklyn, the Transit Museum's working platform level spans a full city block, is home to a rotating selection of 20 vintage subway and elevated cars dating back to 1904.

SUMMARY

Friends of The New York Transit Museum, the non-profit affiliate of the Transit Museum, is currently seeking a **Human Resource Manager** responsible for the direction and coordination of Human Resource functions for Friends employees. The position is based in downtown Brooklyn, NY.

OVERVIEW

The Human Resource Manager will plan, lead, direct, develop, and implement the HR responsibilities for Friends of the New York Transit Museum ensuring legal compliance and implementation of the organizations mission and talent strategy.

HOURS- Monday Through Friday 9:00 -5:30

COMPENSATION

\$65,000 - \$70,000 Annual

RESPONSIBILITIES

- Collaborate with senior leadership to understand the organizations goals and strategy and align the Human Resources agenda to those goals.
- Oversee the administration of human resource functions including, but not limited to, recruiting; onboarding; benefits and leave administration; compensation; employee relations; performance and talent management; recognition; culture and morale; and occupational health and safety.
- Monitor and ensure the organizations compliance with federal, state, and local employment laws and regulations, and recommended best practices; Maintain Employee Handbook and guide management and employee actions by communicating and enforcing all organization policies.
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; apply this knowledge to communicate changes in policy, practice, and resources to employees.
- Facilitate professional development, engagement, and training opportunities.
- Work with staff across the Museum in all departments.
- May perform other duties as assigned

QUALIFICATIONS

- Bachelor's degree required, SHRM membership preferred
- 3+ years of Human Resource management experience
- Excellent verbal and written communication skills
- Excellent interpersonal skills, with proven ability to problem solve
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Ability to lead by example & adapt to the needs of Museum and employees
- Thorough knowledge of employment-related laws and regulations
- Proficient with Microsoft Office Suite or related software
- A general curiosity about the New York Transit Museum and support of its mission
- Enthusiasm, flexibility, and ability to work in a team-oriented environment both in person and remote.

The New York Transit Museum is fully committed to equal employment opportunity for all employees and applicants for employment without regard to race, color, religion, creed, national origin, ancestry, sex, sexual orientation, age, disability, predisposing genetic characteristic, gender identity and expression, pregnancy, veteran or military status, marital/familial/partnership/caregiver status, status as a victim of domestic violence, stalking and/or sex offenses, or any legally protected basis. The Museum welcomes and encourages qualified candidates from all backgrounds to apply.

Please email Sharon Adams: Sharon.Adams@nyct.com with a resume and cover letter detailing your interest in the position.

ABOUT THE NEW YORK TRANSIT MUSEUM:

The New York Transit Museum is the largest museum in the United States devoted to urban public transportation history, and one of the premier institutions of its kind in the world. The Museum explores the development of the greater New York metropolitan region through the presentation of exhibitions, tours, educational programs, and workshops dealing with the cultural, social, and technological history of public transportation. Since its inception over 40 years ago, the Museum, housed in a historic 1936 IND subway station in downtown Brooklyn, has grown in scope and popularity. The Museum also maintains a gallery annex at Grand Central Terminal, an archive and an off-site 14,000 sf collections storage facility. As custodian and interpreter of the region's extensive public transportation networks, the Museum strives to share, through its public programs, this rich and vibrant history with local, regional, and international audiences.

The Human Resource Manager position is employed by the Museum's non-profit affiliate, Friends of the New York Transit Museum.

COVID-19 VACCINE REQUIREMENT:

In accordance with NYC law and in order to protect our employees and continue to provide safe and reliable service to our communities, we are requiring all new hires to be fully vaccinated against COVID-19 prior to their start date. We will consider exceptions for religious and medical reasons, where appropriate. "Fully vaccinated" means you must have both doses of a 2-dose vaccine and two weeks have elapsed since the second dose or have received 1 dose of a 1-dose vaccine and two weeks have elapsed since the dose. Proof of your vaccination status in the form of a CDC vaccine card must be submitted prior to your start date.