

Job Posting

Human Resources & Payroll Manager

11/30/2021

Now Hiring: Northlight Theatre is now hiring a full-time Human Resources & Payroll Manager. Working under the supervision of the Managing Director, the Human Resources & Payroll Manager manages all aspects of Human Resources for the company, including managing hiring and termination processes; maintaining the Employee Handbook and personnel files; and managing all employee benefit programs. This position is responsible for all payroll functions, including the submission of weekly payroll. The Human Resources & Payroll Manager is the permanent co-chair of the Equity, Diversity & Inclusion (EDI) Committee and is responsible for managing all EDI programs at the theatre.

A full job description is available on our website at www.northlight.org/opportunities.

Northlight Theatre aspires to promote change of perspective and encourage compassion by exploring the depth of our humanity across a bold spectrum of theatrical experiences, reflecting our community to the world and the world to our community. A professional LORT D theatre located in Skokie, Illinois, programming includes a 5-play mainstage season, the Interplay new play development series, and a dynamic year-round audience engagement and education program. For more information about the theatre: www.northlight.org.

Qualifications: A minimum of 5 years of experience in Human Resources is required, and knowledge of non-profit business practices is strongly recommended. A familiarity with Paylocity payroll system is helpful but not essential. The successful candidate should be well organized, have excellent analytical, communication, and technical skills. Dedication to confidentiality and good judgement are required. Must thrive in a flexible, fast-paced and growth-oriented environment, while maintaining a sense of humor and a positive, solution-oriented approach.

Compensation: Compensation range is \$44,000 to \$46,000, competitive with prevailing compensation for similar positions within the non-profit performing arts industry, and commensurate with qualifications and experience of the applicant. This position is eligible for benefits including medical, dental and vision insurance and paid time off. High energy, collaborative environment with close involvement with the art and artists.

How to Apply: As an equal opportunity employer, Northlight Theatre hires outstanding individuals into every position in the company. People who work with us have a high degree of engagement, a commitment to working effectively in teams, and a passion for the company's mission. We place the highest value on creating a safe environment where our employees can grow and contribute, and refuse to discriminate on the basis of race, color, religious belief, sex, age, disability, national origin, alienage or citizenship status, marital status, partnership status, caregiver status, sexual and reproductive health decisions, gender identity or expression, or sexual orientation. Reflecting our commitment to be an inclusive and accessible employer, we welcome applications for all open positions from a diverse applicant pool that reflects our community and programming.

Qualified candidates should send a cover letter and resume with relevant experience and three listed references via email to humanresources@northlight.org by January 9, 2022. No phone calls please.