



February 20, 2024

Job Posting

Job Title: HR & Finance Administrator (Salaried, Exempt)

Department: Finance & Administration

Reports to: Chief Financial and Administrative Officer

Who is Pasadena Playhouse?

The Pasadena Playhouse was founded in 1917 by theater impresario Gilmor Brown. Galvanizing a community largely made up of wealthy easterners, Brown raised money from over 1,000 citizens in Pasadena to purchase land at 39 S. El Molino and in 1925 the current landmarked theater opened its doors with national fanfare. In 1937 the California state legislature unanimously voted the Pasadena Playhouse the official state theater of California.

In 2016, the Pasadena Playhouse board appointed Danny Feldman to the newly created role of Producing Artistic Director (a combination of traditional artistic director and managing director responsibilities) to lead a renaissance for the organization. Since joining the Playhouse, Feldman has staged critically acclaimed mainstage productions and led significant growth in board, staff and community investment.

The Playhouse is one of the most prolific drama-producing organizations in the history of American theater, having commissioned over 550 new works, produced upwards of 1,200 shows, spearheaded over 500 world premieres, developed several shows that went on to Broadway, and welcomed millions of audience members. In its history, arts education and access have been at the core of the institution with more than 30,000 students served in the last four years alone. Today, the Pasadena Playhouse State Theater of California is a \$7M League of Resident Theaters (LORT) B theater located in beautiful Pasadena, California.

The Playhouse is in the midst of a renaissance which includes new staff and board leadership and a reimagined vision for the future. Moving from a place where the community goes for entertainment to a destination, they seek out for enlightenment is a core purpose. New pillars of groundbreaking theatrical experiences, authentic community engagement and life-long dramatic learning, are set against a business model based on current drivers.

What will you do?

The HR & Finance Administrator will provide comprehensive HR support by overseeing onboarding processes, maintaining compliance, and adhering to company policy and procedures. Ensure employee safety, welfare, and adherence to regulations while retaining personnel records. Handle administrative tasks, maintain confidentiality, and assist in office duties as needed.



Areas of Accountability

- Update and manage company Handbook.
- Respond to subpoenas and payroll verifications.

Staff Onboarding and Offboarding:

- Coordinate the onboarding process for new employees, including paperwork, orientation, and training.
- Conduct exit interviews and manage the offboarding process for departing employees.

Training and Development:

- Identify training needs and develop training programs to enhance employee skills and performance.
- Ensure compliance with state and federal training requirements.

Compliance and Regulations:

- Stay updated on state and federal employment laws and regulations.
- Ensure company compliance with labor laws, safety regulations, and HR best practices.
- Conduct initial investigations of HR issues and field issues with senior management guidance.
- Enforce company policies consistently.
- Ensure employee safety, welfare, wellness, and health.

Performance Management:

- Conduct performance management activities.
- Assist in conducting disciplinary actions and investigations when necessary.
- Maintain records related to disciplinary actions and performance improvement plans.

Personnel Files and Records:

- Oversee and maintain personnel files, ensuring accuracy and compliance.
- Document all records in a timely manner.

Recruiting and Staffing:

- Participate in the recruitment and staffing process.

Administrative Tasks:

- Handle administrative duties, such as managing some company mail, maintaining employee records, and providing general HR support along with Finance administration. Organize cloud shared finance files.
- Scanning and organizing correspondence.
- Uphold standard confidentiality laws and practices that protect client identity and personal information.
- Assist in office duties, as requested by management.



Minimum Qualifications/Requirements:

Bachelor’s degree in human resources, Business Administration, or a related field (preferred). Proven experience as an HR Generalist or in a similar role. Strong knowledge of HR best practices, labor laws, and regulations. Excellent communication and interpersonal skills. Ability to maintain confidentiality and handle sensitive information. Strong organizational skills and attention to detail. Proficiency in HRIS (Human Resources Information Systems) and payroll software (Paycom Preferred).

How much are we paying and what are the perks?

Salary: \$67,000 - \$70,000

Benefit Package: Medical, dental, vision, and life insurance coverage. Generous paid time off. 403(b) Retirement Plan

How do I apply?

Please email cover letter and resume in one PDF to jobs@pasadenaplayhouse.org with the subject line “HR & Finance Administrator.” No phone calls please.

We work to maintain a positive environment for our employees, where people can learn, grow, and thrive with the company. We strive to provide a collaborative, creative, transparent workplace where each person feels encouraged to contribute to our processes, decisions, planning and culture.

The Pasadena Playhouse is an Equal Opportunity Employer.