

# DALLAS THEATER CENTER

2400 Flora Street Dallas, Texas 75201 (214) 521-7666 Fax DallasTheaterCenter.org

**JOB TITLE:** Manager of People Operations  
**DEPARTMENT:** Equity, Diversity, Inclusion, and Organizational Culture  
**REPORTS TO:** Director of Equity, Diversity, Inclusion, and Organizational Culture  
**PREPARED DATE:** December 9, 2021  
**CLASSIFICATION:** Full-time; FLSA Exempt

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## **MISSION STATEMENT**

The mission of Dallas Theater Center is to engage, entertain and inspire our diverse community by creating experiences that stimulate new ways of thinking and living. We will do this by consistently producing plays, educational programs, and other initiatives that are of the highest quality and reach the broadest possible constituency.

## **EQUITY, DIVERSITY, AND INCLUSION STATEMENT**

ALL ARE WELCOME!

At Dallas Theater Center, we want to be the best place to work and see theater, and to be a positive and transformational force in Dallas and beyond.

We stand up for **equity, diversity, and inclusion** across our company and community. As a leading national theater, we recognize that building an equitable, diverse, and inclusive environment is central to our relevance and sustainability in the community we serve and love.

\*For the complete statement, please see the final page of this posting

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## **POSITION SUMMARY**

The Manager of People Operations is a key member of the administrative staff, overseeing the planning, supervising, administering and evaluation of the Dallas Theater Center's human resources functions in conjunction with the Director of Equity, Diversity, Inclusion, and Organizational Culture, and Managing Director. The position is also supported by the Benefits and Payroll Assistant. Areas of primary responsibility include, but are not limited to, the following: recruitment and hiring, employee relations, performance management and evaluation, benefits administration, training, and initiatives on equity, diversity, and inclusion. Reports to the Director of Equity, Diversity, Inclusion, and Organizational Culture. This role is responsible for enacting and administering the policies and procedures that support the well-being of the DTC staff.

A successful candidate will have experience in human resources practices and administration, EDI and anti-racism policy, and be an effective communicator and coach, and an appreciator of the arts.

This is a full-time, exempt position, which is not eligible for overtime. This position includes a full benefits package: medical, dental, and vision insurance, DTC-paid life insurance, voluntary life insurance, and 403b programs. Salary range is \$50,000 - \$57,500.

## **KEY RELATIONSHIPS**

- Director of Equity, Diversity, Inclusion, and Organizational Culture
- Managing Director
- Artistic Director
- Leadership Team
- Benefits and Payroll Assistant
- DTC full-time and part-time staff and artists
- Visiting artists and overhire team members

## **ESSENTIAL DUTIES**

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- Create and implement strategies to recruit, develop and retain a diverse workforce
- Collaborate with hiring managers to create job descriptions and job postings
- Assist hiring managers in recruitment, interviews, collection of resumes, assembling hiring panels, and hiring of new employees and ensure that Dallas Theater Center hiring practices are being followed
- Manage on-boarding process with new employees in conjunction with the finance department
- Schedule and manage performance reviews
- Conduct and document exit interviews
- Administer salary levels, in conjunction with the Director of EDI and Organizational Culture, and Managing Director to ensure compliance and equity within the organization and in line with DTC pay equity study
- Update organizational chart and pay equity study as needed
- In close collaboration with the Director of EDI and Organizational Culture investigate all reports of workplace harassment and report findings and recommendations as appropriate
- Assist in resolving employee conflicts
- Implement and evaluate the success of organization-wide EDI strategies and programs
- Oversee annual training sessions for managers and all employees in conjunction with outside consultants
- Administer DTC employee benefits (medical, dental, vision, and 403b program)
- Conduct a semi-annual employee satisfaction study
- Act as a liaison between the Dallas Theater Center and outside legal and professional resources to ensure that all employment policies follow current laws and regulations
- Act as backup for Director of EDI and Organizational Culture

*This job description is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments.*

## **SKILLS AND KNOWLEDGE REQUIREMENTS**

- Engage a diverse staff and leadership that promotes trust, collaboration, and partnership across departments and levels of leadership
- Lead with effective communication (written and verbal) skills
- Challenge and influence peers to approach all work with an equity lens
- Develop and monitor indicators of transformation and culture shift
- Engage and coach individual staff, leaders, and artists in equity and inclusion
- Demonstrate operating, planning, and implementation skills that include developing and tracking progress on projects and goals; ability to manage multiple projects
- Possess interpersonal skills with the ability to develop and manage productive relationships
- Create/design learning engagements for a diverse staff with different learning styles
- Engage communities of color and LGBTQ+ communities successfully
- Maintain confidentiality specific to sensitive personnel or subject matters
- Demonstrate affinity for theater or other narrative storytelling
- Demonstrate proficiency in Microsoft Office Esp. (Excel, Word), G-Suite and DocuSign

## **EDUCATION AND EXPERIENCE REQUIRED:**

- Bachelor's degree in Human Resources or related field or equivalent experience
- 3+ years experience in Human Resources
- Knowledge of the non-profit performing arts industry is preferred, but not required
- Exceptional interpersonal communication and relationship-building skills
- Ability to identify and resolve conflicts
- Strong commitment to Equity, Diversity, and Inclusion
- Demonstrated understanding of cultural values and norms of various communities particularly communities of color and LGBTQ+
- Experience developing and implementing training programs

## **COVID19 REQUIREMENTS:**

- Ensure that all work is performed in alignment with DTC's COVID19 Response Protocols

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- Be able to provide documentation of full vaccination of a US-government approved COVID19 vaccine regimen for COVID19, at the time of hire.

Dallas Theater Center is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, sexual orientation, disability, or veteran status. If you need assistance or accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized because of such a request.

## **HOW TO APPLY:**

Please send résumé with references and a cover letter to [hr@dallastheatercenter.org](mailto:hr@dallastheatercenter.org) with **Manager of People Operations** in the subject line.

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## **ABOUT DALLAS THEATER CENTER**

One of the leading regional theaters in the country and the 2017 Regional Theatre Tony Award® Recipient, Dallas Theater Center (DTC) performs to an audience of more than 100,000 North Texas residents annually. Founded in 1959, DTC is now a resident company of the AT&T Performing Arts Center and presents its Mainstage season at the Dee and Charles Wyly Theatre, and at its original home, the Kalita Humphreys Theater. DTC is one of only two theaters in Texas that is a member of the League of Resident Theatres, the largest and most prestigious non-profit professional theater association in the country. Under the leadership of Enloe/Rose Artistic Director Kevin Moriarty and Managing Director Jeffrey Woodward, DTC produces a seven-play subscription series of classics, musicals and new plays and an annual production of *A Christmas Carol*; extensive education programs, including the Award-winning Project Discovery and partnerships with Southern Methodist University's Meadows School of the Arts and Booker T. Washington High School for the Performing and Visual Arts; and many community collaboration efforts with local organizations. In 2017, DTC launched Public Works Dallas, a groundbreaking community engagement and participatory theater project designed to deliberately blur the line between professional artists and community members, culminating in an annual production featuring over 200 Dallas citizens performing a Shakespeare play. Throughout its history, DTC has produced many new works, including recent premieres of *Miller, Mississippi* by Boo Killebrew; *Hood: The Robin Hood Musical Adventure* by Douglas Carter Beane and Lewis Flinn; *Bella: An American Tall Tale* by Kirsten Childs; *Clarkston* by Samuel D. Hunter; *The Fortress of Solitude* by Michael Friedman and Itamar Moses; *Giant* by Michael John LaChiusa and Sybille Pearson, and many more.

As a member of The League of Resident Theaters (LORT), DTC operates under the LORT agreement with Actors' Equity, the Stage Directors and Choreographers Society and United Scenic Artists.

## **ABOUT THE DALLAS COMMUNITY**

Dallas is a richly diverse modern metropolis in north Texas and is a commercial and cultural hub of the region. Over the years it has become a melting pot of cultures, religions and lifestyles. This important convergence of uniqueness and differences is reflected throughout the sights and sounds of the city. Dallas' **authentic arts**, music, food, places of worship, historic landmarks and urban lifestyle all contribute to the city's makeup. Located in the northeast corner of downtown Dallas, the Dallas Arts District is the largest contiguous urban arts district in the nation, spanning 68 acres and 19 contiguous blocks. This iconic neighborhood has more buildings designed by Pritzker award-winning architects than any location in the world. Dallas Arts District unifies culture and commerce with integrated and exemplary artistic, residential, cultural, educational, recreational, religious and commercial life. Downtown's Sixth Floor Museum at Dealey Plaza commemorates the site of President John F. Kennedy's assassination in 1963. In the Arts District, the Dallas Museum of Art and the Crow Collection of Asian Art cover thousands of years of art. The sleek Nasher Sculpture Center showcases contemporary sculpture. The Perot Museum of Nature and Science sparks the imagination through a world of scientific wonders. Performing arts venues based in the Arts District include the AT&T Performing Arts Center, Moody Performance Hall, Meyerson Symphony Center, Winspear Opera House, Montgomery Arts Theater, and the Wyly Theater. These beautiful venues feature the work of such notable Dallas-based performing companies as the Dallas Opera, Dallas Symphony, Titas/Dance Unbound, Dallas Black Dance Theatre and the Dallas Theater Center as well as touring productions from across the nation. Dallas is home to six professional sports teams including the Dallas Cowboys, Dallas Mavericks, Dallas Stars, Dallas Wings and FC Dallas. It is also host to several major sporting events like the Mexico National Team, college football games, e-sports competitions and more. In addition, the State Fair of Texas which takes place for over three weeks each fall at Fair Park in Dallas is the longest running fair in the nation as well as one of the largest.

## EQUITY, DIVERSITY, AND INCLUSION STATEMENT

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- **EQUITY** means recognizing that not everyone starts at the same place, addressing inequities in access and opportunity, and allowing for full and fair participation.
- **DIVERSITY** means acknowledging and respecting human qualities that are different from our own and outside the groups we are a part of or with which we are associated. These qualities include but are not limited to: ethnicity, race, color, country of origin, sex, gender, gender identity or expression, age, sexual or relationship orientation, family structure, religion, beliefs, political affiliations, experiences and ability differences.
- **INCLUSION** means honoring and accepting the gifts, backgrounds, experiences, and wisdom that every individual brings with them, so that every stakeholder feels valued by Dallas Theater Center. Our stakeholders are staff, artists, board members, donors, audiences, and community members.

We will strive to create a culture of inclusion where individuals can thrive and succeed, are able to participate in and contribute to the progress and success of Dallas Theater Center while growing both professionally and personally.

We recognize and value individual differences, and we acknowledge structural and systemic racism and other access barriers that prevent full and fair participation of people outside the dominant culture and power dynamics. We acknowledge the complexities of becoming a fully inclusive and anti-racist organization, and we accept the challenge to build an organization where full and fair participation is the norm.

We commit to providing fair treatment, access, opportunity, and advancement and to creating space for culturally diverse voices to be heard and power to be shared. Together, we are even better.