



JOB POSTING

Position: Manager, People & Culture
Type: Full-time Permanent
Reports to: Director, Planning & Operations
Direct Reports: None
Salary Range: \$72,111 - \$95,373
Expected Starting Salary: \$72,500 - \$76,000
Position Level: Manager (Tier 2)
Start Date: July 2025

Toronto Arts Council & Toronto Arts Foundation meet or exceed the standards set by Ontario Living Wage.

Benefits: Medical, dental, prescription drugs and hospital coverage, life and long-term disability insurance, effective three months following the start date. Following the first year the position offers a matching contribution towards a group RRSP of up to 4.5% of salary.

Note: Toronto Arts Council and Foundation are currently piloting a 4-day work week.

Summary:

Under the direction of the Director, Planning & Operations, with the tenets of Progressive HR and values of equity and access at the heart of their work, the Manager, People & Culture upholds the mission, vision and values of Toronto Arts Council and Foundation (TAC/F).

This position will be responsible for the administration, coordination, and operation of HR functions to support the success and well-being of the organizations' employees and workplace culture.

The Manager will advance strategic goals, priorities and objectives within their areas of responsibility, including guiding all aspects of Human Resources: recruiting & retention, benefits, hiring & onboarding, performance management, compliance, training and development and overall HR administration.

Responsibilities:

Recruitment

- Establish recruitment & hiring policies for TAC/F
- Collaborate with appropriate staff to guide recruitment and hiring processes for all employees including crafting job descriptions, interviewing, reference checks and extending job offers
- Manage and conduct onboarding and orientation for new employees
- Develop and standardize onboarding expectations, schedules, protocols, and procedures across the organization

Professional Development

- Assess organizational needs and identify opportunities for management and employee professional development and growth

- Identify personnel challenges or talent gaps and collaborate to develop solutions to address them
- Identify and coordinate ongoing training for staff, including skills-based training, equity & access training, coaching, and other learning as needed
- Design and implement a management training program for supervisory staff.

Performance Management

- Oversee performance management activities including ongoing feedback, documentation of performance issues, annual performance evaluations, and performance improvement plans
- Collaborate with staff and leadership to develop and implement new performance management approaches and systems
- Provide coaching and resources to help resolve and prevent interpersonal and team conflicts and adapt to different leadership styles.
- Maintain knowledge of industry trends and best practices in equitable and Progressive HR, workplace development and change management

Progressive & Equitable HR Policy

- Develop and update workplace policies and practices following all applicable laws and regulations
- Provide guidance to ensure compliance with all employment-related laws and regulations
- Maintain knowledge of employment regulations and implement appropriate policies to ensure regulatory compliance and reduce exposure to legal risks
- Maintain knowledge of industry trends and best practices in Equitable HR and equitable practices

Culture and Employee Well-being

- Serve as HR contact for all employees
- Proactively engage employees to improve working relationships, build morale, and increase productivity and retention
- Benefits administration; keep staff informed on benefits program and resources

Compensation Framework

- Maintain the organization's compensation framework, ensuring the organization remains competitive within its market, and that the framework is consistently applied.

Key qualifications:

- 5+ years of Human Resources generalist experience working with the tenets and or values of Progressive HR
- Working knowledge and applicability of employment, privacy, and Occupational Health and Safety (OHS) legislation across provincial and territorial jurisdictions
- Strong coaching and analytical skills
- Proven ability to foster and maintain effective working relationships with internal and external contacts
- Sensitivity to employee issues and understanding the importance of diplomacy and confidentiality
- Sound judgment, high level of integrity, and emotional intelligence
- Detail-oriented, adaptable to change, and capable of prioritizing in a fast-paced environment
- Clear and concise verbal and written communication skills; active listening skills
- Demonstrated experience working from a lens of equity & access
- Excellent interpersonal, facilitation, and consultative skills
- Proficiency in MS Office 365 applications including Word, Excel, Teams, SharePoint, OneDrive, PowerPoint, and Outlook.

Assets

- Certified Human Resources Professional (CHRP)/Chartered Professional in Human Resources (CPHR) designation or progress towards this designation is considered an asset
- Experience working in a non-profit arts organization is considered an asset
- Completion or progress towards a recognized human resources management certificate or degree is considered an asset

Other Duties:

Performs other duties as assigned by the Director, Planning & Operations.

Conflict of Interest restrictions:

The Manager, People & Culture may not work in any paid or volunteer capacity with organizations and collectives that apply to or receive funding through TAC grants programs.

To apply: Please submit a cover letter and resume in a **single pdf attachment** to Andrew Suri, Director, Planning & Operations, at andrew@torontoarts.org, with subject line: Manager, People & Culture, by 5 pm **June 5, 2025**.

Toronto Arts Council/Toronto Arts Foundation is an equal opportunity employer and is committed to diversity and inclusiveness in its employment. We welcome applications from individuals who identify as belonging to our equity priority groups: Persons of Colour, Deaf Persons, Persons with Disabilities, Persons Living with Mental Illness, Indigenous, and 2SLGBTQIAP.

Accessibility

Toronto Arts Council/Toronto Arts Foundation adheres to the Accessibility for Ontarians with Disabilities Act (AODA) and is committed to providing an inclusive and barrier-free experience to candidates with accessibility needs. Requests for accommodation can be made at any stage of the recruitment process and may include:

- Providing alternative formats of this document on request (audio transcript, ASL video)
- Accepting applications in point form, through video and/or voice memo
- ASL interpretation, captions on Zoom, or meeting by phone for candidates selected for an interview
- Other accommodation as requested

If you require accommodation, please send an email to andrew@torontoarts.org.