

the Columbia Museum of ART

Position: HR and Executive Services Administrator

Discover the Columbia Museum of Art!

Nestled in the heart of the vibrant Greater Columbia, South Carolina region, the Columbia Museum of Art (CMA) is a beacon of forward-thinking energy and Southern charm. The CMA isn't just a museum; it's a dynamic hub where art comes alive, inviting everyone to join the experience.

Since 1950, the Columbia Museum of Art (CMA) has captivated visitors with its world-renowned collection of over 7,400 works spanning American, Asian, European, and Modern and Contemporary art. Our mission extends beyond showcasing stunning objects; we aim to create an inclusive, participatory space where art is experienced and felt, not just seen.

Our passionate team of staff, members, volunteers, and partners from community artists and organizations, the corporate world, and government are all united by a common goal: to make the CMA a cherished cultural gem in the Southeast. Come see for yourself why the CMA is more than just a museum, it's a place where art and community thrive together.

Position Overview: HR and Executive Services Administrator

We are seeking a highly organized and proactive HR and Executive Services Administrator to support our staff and executive team, CMA Board and Committees, and manage HR administrative operations. This role requires a detail-oriented individual with excellent communication skills and the ability to handle multiple tasks efficiently. This role reports directly to the Chief Financial Officer and Director of Operations and works closely with the executive team.

Key Responsibilities:

HR Administration Duties:

- **Staff Records:** Maintain thorough and precise employee files.
- **Employee Matters:** In conjunction with HR partner, oversee and resolve HR-related matters.
- **Annual Reviews & Letters:** Oversee the annual performance review and related documentation process.
- **Payroll Operations:** Oversee payroll operations to ensure smooth and efficient workflow.
- **Timekeeping and Attendance Management:** Manage Swipe Clock timecards, leave, pay adjustments, and tax reporting.
- **Recruitment /Oversight:** Supervise the review of job descriptions, postings, screenings, interviews, offers, and scheduling.
- **Onboarding:** Guide new staff through the onboarding process, ensuring a smooth and welcoming transition.
- **Departing Staff:** Manage confidential information with utmost discretion during the exit process of staff members.
- **Compliance:** Ensure compliance with regulatory changes, monitor adherence to the employee handbook and company policies, ensuring a consistent and fair workplace environment.
- **Archiving:** Maintain HR documentation systems.

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Team Support:

- **Employee Engagement:** Foster a joyful and appreciative workplace by organizing staff celebrations and recognition; lead the Uplift Committee; arrange meeting refreshments; and manage employee surveys to ensure a positive work environment.
- **Communications:** Cultivate seamless communication by managing Basecamp HQ, Outlook, the holiday calendar, and staff meetings; enthusiastically schedule and coordinate engaging training sessions.

Executive Team Support:

- **Administrative Support:** Perform varied project and administrative support work for the Executive Director, Deputy Director, and Chief Financial Officer.

Board & Committee Liaison:

- **Coordination:** Keep contact lists, appointments, documents and shared drives current, and co-administer Easy Board board portal.
- **Event Planning:** Assist in planning and executing board and committee events and meetings.
- **Board Meeting Administration:** Ensure accurate minute-taking, organize catering and technical setups, and facilitate board communications.

Perform other duties as requested.

Job type: Full-time, 40 hours per week, exempt position

Background and Skills Required

To excel as our HR and Executive Services Administrator you'll need a blend of dedication, experience, and skills. Here's what we're looking for:

Qualifications:

- **Education:** Associate's degree in Business Administration, Management, Human Resources, Public Administration, or a related field.
- **Experience:** Three to five years of progressively successful administrative experience, preferably in a dynamic and high-energy business environment.
- **Skills:**
 - Desire to support a dedicated team of 80 individuals.
 - Excellent interpersonal skills and the ability to collaborate effectively with diverse departments.
 - Proficiency in managing upward relationships.
 - Excellent organizational and time-management capabilities.
 - Outstanding written and verbal communication skills.
 - Expertise in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software tools.
 - Adept at handling confidential information with utmost discretion and professionalism.
 - Highly detail-oriented with the capacity to juggle multiple tasks simultaneously.

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- **Key Preferred Qualifications:**

- Proven track record in payroll and HR operations.
- Skilled in using project management software and methodologies.
- Certification in HR or administration (e.g., SHRM-CP, CAP).

Pay Range: \$46,468 to \$58,084 annually

This advertised pay scale represents the good faith minimum and maximum salary range for the role. However, it does not guarantee a specific wage. The actual compensation offered to a candidate may vary based on factors such as experience, education, qualifications, and other relevant considerations.

Benefits:

A great team!

Health, dental, life & LTD plans

State retirement plan

Paid time off

Paid holidays

Parking provided

CMA & exhibition merch discounts

Event & program discounts

Contact: The Columbia Museum of Art is an Equal Opportunity Employer, committed to diversity, accessibility, equity, and inclusion. Confidential inquiries, applications, and recommendations are welcome. Please email cover letter and resume to Alicia Harper, at [mailto:Alicia Harper <aharper@resourceshr.com>](mailto:Alicia_Harper@resourceshr.com) with “HR and Executive Services Administrator” in the subject line.