



# Music Forward Foundation

## Human Resources Manager -- Job Description

### About Us

**Music Forward transforms young lives, inspires careers, and champions a more inclusive music industry.** Music Forward bridges our communities to the music industry, empowers ambition, and creates momentum to redefine what is possible for the youth and industry we serve. **Music Forward invites everyone to play a part in moving culture forward; join the movement by following [@MusicForward](#), and learn more at [www.musicforwardfoundation.org](http://www.musicforwardfoundation.org).**

### The Job

The HR Manager is a generalist who supports staff and organization development and drives implementation of Music Forward's HR operations including recruitment and onboarding, professional development, and evaluations for staff and the internal internship program. The Manager will develop internal communications and trainings that foster a culture rooted in Music Forward's values of music, diversity, innovation, connection, and excellence. Great candidates are excellent listeners and team builders who bring people together. The Manager reports to the Director of Operations. The position is based in Los Angeles with a hybrid work arrangement.

### The details:

- **Recruits, interviews, and facilitates the hiring of qualified job candidates** in collaboration with hiring managers. Identifies and posts positions in places that ensures a diverse candidate pool. Manages applicant communications and conducts background and reference checks.
- **Implements new hire orientation and employee recognition programs** for professional and personal milestones. Solicits and incorporates feedback to develop programs, as well as manages implementation timelines and budgets.
- **Drives professional development planning and operations.** Works collaboratively with supervisors, gathers input from staff, and incorporates Music Forward's strategic plan to determine training needs and career pathway opportunities. Identifies and promotes best practices to foster a coaching and mentorship culture incorporating shared tools and language. Increases internal communications and engagement in training opportunities. Implements ongoing professional evaluations, goal, and training tracking in new system.
- **Manages internship program from recruitment through offboarding to ensure spring, summer, and fall placements across the organization.** Develops supervisor training.
- **Supports compliance with federal, state, and local employment and operational laws and best practices** by staying on top of trends, liaising with legal and HR advisors and payroll company, and driving review of policies and practices to maintain compliance.
- **Maintains knowledge of trends, best practices, and new technologies related to human resources and talent management.**
- **Be a leader and active member of the team.** Take initiative and collaborate across staff in support of Music Forward programming, marketing, and operations. Research, brainstorm, recommend, and participate in required staff calls and meetings. Additional duties as assigned.

### What you bring:

- Five+ years in human resources or related fields with experience in leadership roles.
- Strong interpersonal and communication skills, with the ability to inspire a variety of stakeholders

- Experience in leading professional development programs and working with talent management systems
- DISC or similar assessment tool experience in org-wide implementation preferred
- Passion for music and live entertainment required
- High level of comfort working across a diverse staff and constituent base, and conscientious of reaching out with an inclusive voice
- Sound judgment and a commitment to high professional ethical standards
- Excellent organizational skills and experience in managing and developing teams.
- Flexibility to work early mornings, evenings and weekends to represent Music Forward at events and to support programs and special events as needed. Possess a car or has regular access to reliable transportation.
- Ability and willingness to travel.
- College degree or equivalent experience.

*Music Forward is an Equal Opportunity Employer. We do not discriminate in recruitment, hiring, training, promotion or any of employment practices for reasons of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

This is a full-time, exempt position with a salary of \$68k-\$75k, depending on experience. Excellent benefits include 100% paid medical, dental, vision, life and disability insurances. Generous paid holidays (12) and paid sick leave (10 days), access to discounts and tickets to live entertainment events. 401k match.

**To apply:**

Email your resume and cover letter to [jobs@musicforwardfoundation.org](mailto:jobs@musicforwardfoundation.org). Subject "HR Manager – YOUR NAME"