

**ORGANIZATION:** The Shed  
**POSITION:** Chief People Officer  
**REPORTS TO:** President and Chief Operating Officer  
**LOCATION:** New York, NY  
**WEBSITE:** [theshed.org](http://theshed.org)  
**TO APPLY:** Please send resume and cover letter as one PDF to [ShedCPO@pbrsearch.com](mailto:ShedCPO@pbrsearch.com) with title format "Last Name First Name – Letter Resume".

## **BACKGROUND**

The Shed is a new cultural institution of and for the 21<sup>st</sup> century. It produces and welcomes innovative art and ideas, across all forms of creativity, to build a shared understanding of our rapidly changing world and a more equitable society. In its highly adaptable building on Manhattan’s west side, The Shed brings together established and emerging artists to create new work in fields ranging from pop to classical music, painting to digital media, theater to literature, and sculpture to dance. The Shed seeks opportunities to collaborate with cultural peers and community organizations, work with like-minded partners, and provide unique spaces for private events. Creating and fostering a team that reflects the demographics of New York City within a values-based culture has been fundamental to the vision and practice of The Shed since its inception.

The Shed opened in 2019, shortly before the COVID-19 pandemic. As the organization grows, it seeks an inaugural Chief People Officer who will be responsible for developing and implementing an operational strategy for this department as well as advancing The Shed’s robust commitment to diversity, equity, inclusion, and accessibility.

## **POSITION**

The Chief People Officer (CPO) will be a member of the executive leadership team charged with setting a strategic vision and priorities for the department. The role requires an experienced, savvy generalist who can manage all aspects of the function. In addition, the CPO is responsible for spearheading organizational development strategies with a demonstrated ability to develop policies and practices that weave equity and inclusion into all HR/talent activities. The CPO will establish the department as a trusted resource and will report into the President and COO as well as work closely with the CEO & Artistic Director, the executive team, and all staff. The ideal candidate will have a strong grounding in building the fundamentals of a strong HR/talent function; a deep commitment to racial equity and inclusion; a strong business acumen and understand of risk management; an ability to balance a bird’s-eye strategic view of the organization with a commitment to short- and medium-term initiatives and outcomes; and have an inclusive and collaborative approach. The ideal candidate will be trained and have experience in implementing best practices and able to provide expert leadership and insight in a complex, rapidly changing environment. This role dynamically combines strategic thinking and leadership with a roll-up-your-sleeves, entrepreneurial sensibility.

## **RESPONSIBILITIES**

### **Talent Strategy, Leadership, and Management**

- Serve as a member of the executive leadership team at The Shed, bringing knowledge as a thought leader and human resources expert.
- Identify and implement strategies for building and maintaining an inclusive, supportive culture across departments that is in line with the organization’s core values.
- Provide ongoing oversight over the implementation of organizational DEIA strategy; continually monitor and assess its impact, as well as develop and recommend responsive strategies for improvement.
- Ensure that equity and inclusion are woven into all HR/talent activities.
- Support all managers in their own professional development as well as the professional development of their team members, with the goal of strengthening the organization’s approach to learning and development for all staff.

- Consult with and advise senior staff on workplace culture and staff performance issues.

### **Employee Lifecycle**

- Create and/or maintain and oversee development of systems and structures that onboard, train, support, and provide professional development opportunities for the organization's diverse array of employees.
- Lead salary assessment and strategy for the organization: evaluate current structure; conduct market research; and propose an equitable, forward-thinking structure and plan timeline across diverse functions and position levels.
- Research and recommend compensation strategies, including annual merit increases, performance bonuses, and other incentives, to attract and retain a high-performing workforce.
- Evaluate annual staff development and performance review processes, revise them as needed, and ensure that they are implemented equitably for all employees.
- Develop additional strategies to retain top talent.
- Deeply appreciate and reinforce the connection between culture and talent acquisition and retention.

### **Operational Systems and Processes**

- Review and make recommendations for improvement of the organization's policies, procedures, and practices on personnel matters.
- Oversee the human resources manager and human resources associate to ensure the effective administration of payroll and employee benefits.
- Ensure compliance with all Federal, State, and City Regulations applicable to the human resources function, balanced with the nimbleness required in a multi-use, multi-disciplinary organization.

### **QUALIFICATIONS**

- Ten-plus-year proven track record of success in executive-level Human Resources, Talent, or similar role at one or more large nonprofits
- A creative, entrepreneurial, and strategic mindset with the skills and experiences necessary to create systems to broaden and improve the HR function; previous experience establishing an HR function highly preferred
- A deep commitment to diversity, equity, inclusion, and accessibility, and experience integrating those priorities through the talent and culture management of an organization
- Excellent leadership, communication, and collaboration skills, particularly with a staff with diverse functions, backgrounds, and experiences. Experience with unions a plus.
- Capacity to manage multiple projects simultaneously while keeping the bigger picture in mind; ability to balance strategy and tactics
- Resourceful, creative problem-solver and strategic risk-taker; a positive, can-do attitude
- A passion for and commitment to the mission of The Shed; previous experience at an arts nonprofit preferred
- Bachelor's degree required; Master's degree preferred. Background in industrial/organizational psychology a plus.
- The Shed has adopted a COVID-19 vaccination policy to safeguard the health and well-being of its employees. As a condition of employment, Shed employees are required to be fully vaccinated for COVID-19, unless a reasonable accommodation is approved or as otherwise required by law.

### **COMPENSATION**

- Minimum \$200K annually
- Benefits include medical insurance, 401(k) plan, and liberal vacation policy. Additional benefits include complimentary [membership](#) (e.g. event openings, discounted tickets, and discounts at bookstore and café).

***The Shed is an Equal Opportunity Employer and does not discriminate on the basis of age, color, national origin, ethnic origin, citizenship status, disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, marital status, veteran status, or any other characteristic protected by federal, state, or local law in its employment policies. In addition, The Shed will provide reasonable accommodations for qualified individuals with disabilities.***