



Mattress Factory

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The Mattress Factory is an Equal Opportunity Employer. The Museum is committed to workplace diversity and to providing employment opportunities to all qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.

## HUMAN RESOURCES MANAGER

FLSA status: Part-Time, Exempt

Hours: 25 hours per week with occasional evening and weekend hours

Some on-site working hours required – remaining hours remotely

Reports to: Chief Financial Officer

Supervises: No direct reports

Team: Finance and Administration

The position oversees and performs human resources functions, including hiring and interviewing staff, administering pay, processing benefits and enforcing company policies and practices.

### We Are

The Mattress Factory, a contemporary art museum on the Northside of Pittsburgh founded in 1977. We feature site-specific installations created by artists in residence from around the world.

### To Be Successful in This Position, You Must

Be a clear and thoughtful communicator; committed to workplace best practices and Diversity, Equity and Inclusion goals; and have experience with HR processes and practices.

### Your Role

- Complete full cycle recruitment of new staff, including editing position descriptions, posting jobs, screening resumes and reference checking.
- Onboard new staff, including processing employee benefit enrollment, proofing all communication documents, distributing information packets and welcoming them to the workplace.
- Participate in Diversity, Equity, Accessibility, and Inclusion meetings and trainings to ensure best human resources and business practices are implemented across all Mattress Factory activities.
- Provide general human resource administration to include assisting managers with staff performance appraisal process.
- When necessary, manage unemployment benefits to include follow through and filing of all documentation with third-party administrator.
- Support Executive Director and CFO in writing staff policy and procedure and keeping handbook up to date.

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### **You Also Will**

- Other responsibilities and special projects as assigned, including cross-functional projects.

### **Qualifications**

- Associate's or Bachelor's Degree with concentration in Human Resources and Business Administration or relevant field experience.
- Must have (or be willing to obtain) a dedicated home internet connection and phone.
- Demonstrated commitment to increasing Diversity, Equity, Accessibility, and Inclusion in the workplace.
- Attention to detail in all work.
- Ability to present accurate and appropriate information as well as exercise good judgment and discretion in handling confidential information.
- Working knowledge of employment laws, regulations and practices.
- Experience in processing State of Pennsylvania unemployment claims.
- Working knowledge in processing employee benefits to include experience with health, life, AD&D, short term and long term disability plans, 403(b) plans and health savings account administration.
- Excellent written and verbal communication skills.
- Must be able to self-manage and coordinate a variety of activities.
- Some weekend and evening work will be necessary.
- Valid PA driver's license to travel on behalf of the Museum.

### **To Apply**

Interested applicants should submit a cover letter and resume to [jobs@mattress.org](mailto:jobs@mattress.org). Please put "Human Resources Manager" in the subject line. Applicants selected for an interview will be provided with salary information and will be asked to provide references.

No calls, please.