The museum completed an exciting metamorphosis in May 2022 from the Delaware Museum of Natural History to the now-named Delaware Museum of Nature & Science. We are focused on a service-centric culture toward our guests, including team members, and a friendly, cohesive, collegial environment. Bring your brain and creativity to join our team of approximately 70 team members (including full time, part time and volunteers).

Summary:
The Human Resources Manager administers, coordinates, and monitors the museum’s human resource functions for all team members, including full-time, part-time, volunteers, and interns. In addition, this team member helps to maximize the visitor experience.

- Responsible for the museum’s compliance with federal, state, and local regulations pertaining to all personnel matters.
- Plan and manage the recruitment, interviewing, hiring and onboarding processes for the museum’s staff, volunteers and interns.
- Coordinate the employee benefit programs through collaboration with benefits broker(s), Executive Director, Director of Business Operation and Board of Trustees’ Personnel Committee.
- Manage the employee termination process in collaboration with the Executive Director.
- Address, resolve, and monitor employee relations issues including any corrective/disciplinary actions.
- In collaboration with the Assistant Director of Experience and Culture and the Director of Business Operations, maintain and communicate the Team Member Reference Guide, job descriptions and develop employee performance management process.
- Work with division and department heads to ensure employee compliance with hour limits defined by their employment classification.
- Maintain employee personnel files and ensure their accuracy and confidentiality.
- Manage museum key and fob systems for functionality and to facilitate accurate museum access.
- Validate and track that all staff attend required training.
- Coordinate with the Assistant Director of Engagement and Culture on staff engagement and recognition.
- Oversee the museum’s volunteer and intern programs.
- Assist Guest Experience team with admissions.

Minimum Qualifications
- Bachelor’s degree in Human Resources or a business-related field.
• Minimum of three years human resources experience, preferably in a non-profit setting.
• SHRM certification is a plus.
• Knowledge of federal, state, and local employment regulations.
• Excellent communication skills.
• Proficient in Microsoft Office Word, Excel, and PowerPoint.
• Knowledge of maximizing efficiencies within Human Resource processes.
• Demonstrated ability to work collaboratively and independently.

Schedule:
• Monday through Friday, 8:30 a.m. to 4:30 p.m.
• Schedule may vary to accommodate special events and projects.
• Accommodations may be made for a hybrid work environment

Benefits
• Competitive benefit package that currently includes 95% of base plan medical insurance premium paid by the Museum (team member only) and 100% Museum paid premium for Life/ADD, Short-term and Long-term disability
• Generous paid time off that includes holidays, vacation and personal days

Qualified candidates are invited to email a cover letter and their resume to mharvey@delmns.org, fax to the attention of Michele Harvey at 302-658-2610, or submit to Delaware Museum of Nature & Science, ATTN: Michele Harvey, P.O. Box 3937, Wilmington, Delaware 19807. Deadline for submission is Friday, July 21. Interviews will be conducted on site at the Delaware Museum of Nature and Science between Monday, July 31 and Friday, August 11 with an ideal starting date of Tuesday, September 5.

The Delaware Museum of Nature & Science is an equal opportunity employer. We are committed to inclusivity and encourage all qualified candidates to apply.