

JOB TITLE: Human Resources Apprentice

REPORTS TO: Human Resources Generalist

FLSA STATUS: Full-Time, Hourly, Non-Exempt

COMPENSATION RATE: \$18.75 per hour

DATES: January 2025 – August 2025

LOCATION: 170 N. Dearborn St., Chicago, IL 60601

POSITION SUMMARY:

The Goodman Theatre is seeking a Human Resources Apprentice for an eight-month assignment. The apprentice will primarily serve the administrative needs of the team. The successful candidate will assist with day-to-day operations within several functional areas such as recruitment & onboarding, compensation & benefits, performance evaluation, etc. The Human Resources Apprentice will be an excellent writer, very organized and proactive with the ability to work independently.

RESPONSIBILITIES:

- Administer recruitment including posting positions, organizing onboarding activities, and updating org chart and staff wall under the direction of the Human Resources Generalist.
- Process staff onboardings and departures within Goodman's Human Resources Information System (HRIS) in a timely and accurate manner.
- Maintain data entry, database management and other administrative tasks to support the Human Resources Department, including staff-wide communications and maintaining demographic data.
- Assist Chief Human Resources Officer with calendar management, administrative tasks and IDEAA initiatives.
- Routinely process unemployment claims, employment verification, workers' compensation claims-- elevating to the HR Generalist when appropriate.
- Report on and reconcile benefit invoices
- Schedule ongoing meetings, such as Board IDEAA committee, Staff Committee, Staff Parties, All staff meetings, etc.
- Respond to HR related employee questions clearly and concisely, elevating questions to the Human Resources Generalist or Chief Human Resources Officer when necessary.
- Serve as back up for HR Generalist when needed.
- Document Human Resources processes for staff and Human Resources department.

SUSAN V. BOOTH, WALTER ARTISTIC DIRECTOR JOHN COLLINS, EXECUTIVE DIRECTOR

170 NORTH DEARBORN | CHICAGO, IL 60601 | 312.443.3811 | GOODMANTHEATRE.ORG

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- Model behavior and values consistent with Goodman's Community Agreement and furthering Goodman's IDEAA (inclusion, diversity, equity, anti-racism and access) goals.
- Performs other duties as assigned.

QUALIFICATIONS & EXPERIENCE:

- A strong interest in human resources required
- Excellent verbal and written communication skills.
- Experience with HRIS, applicant tracking systems, and/or payroll systems beneficial. We currently use Paycom.
- Strong presentation skills; experience leading presentations preferred.
- Demonstrated ability to plan, organize, track, and follow up to ensure all tasks and duties are completed in a timely and efficient manner.
- Working knowledge of Microsoft Excel preferred.
- Strong attention to detail and organizational skills.
- Must be a personable self-starter
- At least a year of experience in an office work environment is required.
- Model Behavior and values consistent with The Goodman's Community Agreements and furthering The Goodman's IDEAA (Inclusion, Diversity, Equity, Anti-Racism and Access) goals.

BACKGROUND:

Chicago's theater since 1925, The Goodman is a not-for-profit arts and community organization in the heart of the Loop, distinguished by the excellence and scope of its artistic programming and community engagement. The theater's artistic priorities include new play development (more than 150 world or American premieres), large scale musical theater works and reimagined classics.

We at The Goodman believe that a diversity of people, ideas and cultures in our organization enriches both the art on stage and our civic engagement. In our workplace, we strive to reflect the communities we serve, and make space in which everyone is empowered to bring their full, authentic self to work. The Goodman values equity, diversity and inclusion and is committed to approaching our work through the practice of anti-racism. Learn more at GoodmanTheatre.org/Accountability

ADDITIONAL INFORMATION:

Goodman Theatre offers a competitive salary and a comprehensive benefits package including health, dental, paid vacation, sick leave, 401K & Parental Leave.

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The Goodman is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. By dedicating itself to three guiding principles—quality, diversity and community— The Goodman seeks to be the premier cultural organization in Chicago, providing productions and programs that make an essential contribution to the quality of life in our city.

The Goodman uses E-Verify to confirm the identity and employment eligibility of all new hires.

HOW TO APPLY:

Qualified individuals are invited to submit a cover letter and resume by selecting the “Start Application” button on the right side of the page. No phone calls, please.



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