



**DIRECTOR OF HUMAN RESOURCES**  
**COLBURN SCHOOL**  
**Los Angeles, California**  
[Colburn School](#)



The Aspen Leadership Group is proud to partner with the Colburn School in the search for a Director of Human Resources.

The Director of Human Resources will play a key role in ensuring the highest quality of human resources programs and services for the Colburn School. The Director of Human Resources will ensure that the Colburn School complies with all federal, state, and local employment laws and will manage the Human Resources function including recruitment and retention, employee relations, compensation, benefits administration, payroll for over 400 employees, training and development, performance management, and development of policies, procedures, systems, and programs.

The Colburn School provides young people who possess a passion for music, dance, and drama access to quality instruction so they may further explore their interests and continue developing their talents. Colburn's renowned faculty guide students through classes appropriate and catered to their age and skill level. The Colburn Community School of Performing Arts provides music instruction to beginners of any age as well as to those who want to hone their skills or participate in one of the Schools ensembles, orchestras or choirs. Highly gifted pre-college students may apply to study at the Colburn Music or Dance Academies, and college-age students prepare for careers in music performance through diploma and degree programs at the Colburn Conservatory of Music.

The staff and faculty of the Colburn School are committed to bringing music and dance performances and education into the greater community so others can experience the many benefits associated with the performing arts. Every year Colburn students and faculty present hundreds of free or affordable performances in Colburn's beautiful, professional theaters on campus as well as in prestigious venues around Los Angeles. The Colburn School partners with 15 Los Angeles Unified School District schools, 13 of which receive Title I funding, providing interactive and engaging concerts and instructional sessions to 5,000 students every year.

Colburn's goal is to accommodate students in developing a lifelong appreciation for the performing arts whenever possible without the constraints of financial concerns, awarding over \$500,000 in need-based scholarships to the Colburn Community School of Performing Arts every year. All students at the prestigious Colburn Conservatory of Music receive full tuition, room and board scholarships.

## **REPORTING RELATIONSHIPS**

The Director of Human Resources will report to the Vice President, Human Resources Linda Cormier.

## **PRINCIPAL OPPORTUNITIES**

*This is an outstanding opportunity to join a world-class performing arts school that nurtures young artists at all levels of development. Beginning at 7 months and continuing through adult learning, the Colburn School has tailored programs in music, dance, and drama education which are based on a foundation of excellence and are designed to allow students to achieve their personal goals.*

*As a key member of the management team, the successful candidate will work in a team environment, with supportive colleagues in a strategic, forward looking organization that is not afraid to try new things and seize opportunities that benefit the school and its students as they arise.*

*In the current challenging environment, the Colburn School has quickly pivoted to on-line instruction, added resources to supplement its live streaming capabilities, and has developed new programs in order to continue its role as a leader in music and dance instruction.*

*Working in a financially healthy organization with state of the art facilities and a Conservatory of Music that is ranked among the top tier of conservatories in the world, this is an opportunity for a seasoned professional to directly contribute to the success of this nimble, dynamic, and growing organization and help shape and move it forward as it continues to grow and develop.*

–Linda Cormier, Vice President, Human Resources

## **PRIMARY RESPONSIBILITIES**

The Director of Human Resources will

- assist with annual salary adjustment for faculty and staff, benchmarking, preparation of faculty contracts, and develop and implement systems to ensure a smooth flow of information to the payroll department;
- oversee processing of semi-monthly and monthly payroll for all faculty, staff, and students including maintenance of the HRIS database and related reporting;
- oversee and supervise onboarding of new employees;
- help develop robust onboarding processes and programs to ensure successful onboarding and integration of new employees and compliance with legal requirements;
- conduct exit interviews and assist in other areas of the termination process;
- assist with the updating of faculty and staff handbooks and the development of policies and procedures to ensure legal compliance;
- advise on independent contractor status and position classifications;
- assist with the development and implementation of employment policies and procedures in compliance with employment laws;
- assist with recruiting efforts including posting positions, creating and revising job descriptions, interviewing candidates, and guiding deans, department heads, and managers in the recruitment process;

- play a key role in the resolution of employee relations issues including the identification of potential problems or issues, responding to complaints, advising on application and enforcement of policies and procedures, advising on progressive discipline, performance coaching, policy interpretation, career development, etc.;
- manage employee benefits administration including the selection of broker and insurance plans and plan design, interpretation of coverages, open enrollment, ACA administration, enrollment and termination of benefits, and ensuring accurate employee payment of their share of the cost of benefits;
- manage 403(b) plan administration including plan design, investment performance, compliance, audit, employee contributions, and employer matching contributions;
- participate in the development and delivery of employee training including anti-harassment, safety and diversity, equity, and inclusion;
- participate in the performance management process including providing advice to supervisors and managers on individual and team goal setting and delivering constructive feedback;
- develop and implement employee events to engage, recognize, and motivate employees;
- propose and manage budgets within areas of responsibility; and
- complete and prepare reports, conduct research, analyze data, and make recommendations for improved policies and procedures.

#### KEY COLLEAGUES



**Sel Kardan**

**President and Chief Executive Officer**

Sel Kardan joined the Colburn School as President and CEO in October 2009, bringing years of experience as a performing arts executive, educator, and violist. In his role as President and CEO, Mr. Kardan shapes and leads the future path of Colburn and its four divisions: the Community School of Performing Arts, Music Academy, Trudl Zipper Dance Institute, and Conservatory, which together serve more than 2000 students from early childhood development to post graduate studies.

Mr. Kardan's vision for the Colburn School is distinguished by his commitment to the school's continuum of education, providing a place where students of all ages and skill levels can nurture their craft. In carrying out this institutional vision, Mr. Kardan has overseen the creation of two new academies: the Music Academy, a program for gifted young pre-college musicians; and the Dance Academy, a training program for exceptional pre professional ballet dancers. Recognizing Colburn's role as a cultural resource in the Los Angeles community, he has also worked to greatly expand community engagement initiatives and need based scholarship opportunities for Colburn students. Under Mr. Kardan's administrative leadership, Colburn has enjoyed growth in enrollment, greater national visibility, increased philanthropic support, and stable financial health.

Prior to coming to Colburn in 2009, Mr. Kardan served as President and CEO of the Music Institute of Chicago, where he was the driving force behind the creation of the Academy, an elite pre-conservatory training center for young musicians. He was formerly Executive Director of the Shriver Hall Concert Series in Baltimore, a leading presenter of classical solo and chamber music,

and Executive Director of the Heifetz International Music Institute, a summer training program and festival for gifted string players. A native of Philadelphia, Mr. Kardan is a graduate of the Peabody Institute and performed and taught at both the pre-college and collegiate level as a violist prior to beginning an administrative career.



**Dr. Adrian Daly**  
**Provost**  
**Dean, Music Academy**

The Colburn School named Dr. Adrian Daly as Provost, the school's senior academic administrator, in July of 2015. Dr. Daly comes to the Colburn School from the Cleveland Institute of Music (CIM). Dr. Daly served as Dean of the Conservatory at CIM for seven years. During his tenure at CIM, he extended CIM's global presence in Asia, developing institutional connections in China, Korea, and Singapore, and expanded CIM's international exchange program by building new partnerships with the Franz Liszt Academy of Music in Budapest, the Sibelius Academy in Helsinki, and the Royal Danish Academy of

Music in Copenhagen.

Dr. Daly received his Bachelor of Arts in Music from Trinity College Dublin, a Master of Arts in performance and literature from the University of Notre Dame, and a Doctor of Musical Arts in piano performance and literature from the Eastman School of Music. A former Fulbright Scholar from Ireland, Dr. Daly served on the faculty at the College of Music in Dublin, teaching piano and music theory, and was a part-time member of the faculty at Eastman, teaching in Eastman's Arts Leadership Program and in the Community Music School.

He was previously the Associate Dean for Admissions and Retention at Eastman following other primary roles there in Academic Affairs, Career Services, and Student Affairs.



**Linda Cormier**  
**Vice President, Human Resources**  
**Board Secretary**

Linda Cormier is responsible for all human resource functions for the school including oversight for benefits administration, employee relations, payroll, compliance, recruitment and retention, and employment policies and procedures. She is a resource for faculty and staff and provides leadership to align the HR program with the School's mission and strategic goals. She also serves as Corporate Secretary to the Board of Directors.

Ms. Cormier has over thirty years of experience in human resource management. Prior to joining the Colburn School in 2012 she was Vice President of Human Resources and Administration for a U. S. subsidiary of Mizuho Bank, one of the world's largest financial institutions. She holds a bachelor's degree in history from Bradley University, Peoria, Illinois and a master's degree in Asian studies from Washington University, St. Louis, Missouri.



**Annie Wickert**  
**Vice President, Advancement**

Annie Wickert joined the Colburn School leadership team as Vice President of Advancement in June of 2018.

At Stanford's Center on Philanthropy and Civil Society, she served as Director of Partnerships and External Relations. PAC's primary participants are Stanford faculty, visiting scholars, postdoctoral fellows, graduate and undergraduate students, and nonprofit and foundation practitioners. Ms. Wickert directed public engagement activities, philanthropic partnerships, and ongoing learning opportunities for practitioners and philanthropists, including its flagship event, the Philanthropy Innovation Summit. She was responsible for guiding Stanford PACS' communications for diverse audiences of practitioners, philanthropists, institutions, and academics.

Ms. Wickert has fifteen years of experience growing communities and deepening engagement with programmatic work in the non-profit sector, most recently at Music@Menlo and prior to that at the Harvard Art Museums and the San Diego Museum of Man. She is the recent past president of the board of directors of Young Audiences of Northern California and has a BA in Art History from UCLA and an MA in Museum Studies from Harvard University.



**Jennifer Kallend**  
**Vice President, Communications**

Jennifer Kallend comes to the Colburn School from the Curtis Institute of Music, where in her previous role as Managing Director of Communications she oversaw schoolwide communications strategies and institutional positioning. With thirteen years of experience at Curtis in roles of increasing scope, she managed public relations campaigns for initiatives including major campus expansions and international tours; led the team that marketed 200 free and ticketed performances each year in Philadelphia and internationally; oversaw alumni and parent relations; and drove digital content production. She is experienced in capitalizing on trends in social media, web, and video to bring organizational stories directly to the public, and has special expertise in public relations with a proven track record of generating local, national, and international press coverage.

Highlights of Ms. Kallend's career at Curtis include managing the publicity and marketing campaign for a nine-city tour of Europe with the Curtis Symphony Orchestra, leveraging the series of performances to reach new audiences, influencing local opinion leaders, and generating international media attention. She has also developed public programming with partners in Philadelphia including the Wharton School and the National Museum of American Jewish History to raise awareness among local audiences, and nurtured partnerships with local and national TV and radio broadcasting Curtis performances, including American Public Media's *Performance Today* and WHY-TV's *On Stage at Curtis*. She has managed public relations campaigns for watershed moments in the life of school, including a \$65 million new facility expansion doubling the size of the campus and the launch of free online classes, making Curtis the first conservatory to utilize a massive, open, online course (MOOC) platform in partnership with Coursera. Originally from Chicago, she began her career in public relations at ALM Communications and interned at

the Grant Park Music Festival. She earned a Bachelor of Music degree at DePaul University where she studied flute with Mary Stolper.

### **PREFERRED QUALIFICATIONS**

The Colburn School seeks a Director of Human Resources with

- a commitment to the Colburn School's unique educational mission and special character and sensitivity to and support of the needs of its various constituencies;
- strong analytical and communication skills—both verbally and in writing—and an ability to plan with excellent attention to detail;
- demonstrated success in personnel administration, employee relations, organizational development, recruitment and selection, payroll preparation and administration, and compensation and benefits;
- experience with and commitment to issues of diversity and inclusion;
- a goal oriented temperament and a hands-on administrative style with the ability to create systems and procedures and then personally work to implement them quickly and effectively;
- a customer-service orientation and discipline, flexibility, and adaptability;
- experience in an academic and/or non-profit setting (preferred);
- excellent computer skills including a strong aptitude for excel;
- a good sense of humor and a positive attitude;
- an ability to work effectively in a creative, innovative, intellectual, and decentralized environment; and
- self-motivation and the ability to develop rapport, gain the confidence of faculty and staff, and elicit trust.

A bachelor's degree or equivalent is required for this position as is at least seven years of experience in human resources, the majority in a lead, generalist position.

### **DIVERSITY, EQUITY, AND INCLUSION**

The Colburn School is committed to equal employment opportunity. It will not discriminate against staff members or applicants for employment on any legally-recognized basis ["protected class"] including, but not limited to: race; color; religion; genetic information; national origin; sex; pregnancy, childbirth, or related medical conditions; age; disability; citizenship status; uniform service member status; or any other protected class under federal, state, or local law.

In California, the following also are a protected class: race; religious creed; color; national origin; ancestry; physical disability; mental disability; medical condition, including genetic characteristics; genetic information; marital status; status with regard to public assistance; sex; pregnancy, childbirth or related medical conditions; perceived pregnancy; actual or perceived gender; gender identity or expression; sexual orientation; civil air patrol membership; service in the military forces of the State of California or of the United States; military and veteran status; lawful conduct occurring during nonworking hours away from School premises; and age [40 or over]. Included in the definition of each protected category is the perception of membership in a protected category and an individual's association with an actual or perceived member of a protected category. Employees requesting accommodations will not be retaliated or discriminated against.

## **SALARY & BENEFITS**

Colburn School offers a competitive salary and benefits package.

## **LOCATION**

Colburn School is located in Los Angeles, California at the center of the thriving downtown arts corridor. The School is surrounded by the Walt Disney Concert Hall, Dorothy Chandler Pavilion, The Music Center, and Grand Performances at California Plaza. Also in the neighborhood are the Museum of Contemporary Art and Los Angeles Public Library.

## **APPLICATION INSTRUCTIONS**

All applications must be accompanied by a cover letter and résumé. Cover letters should be responsive to the mission of the Colburn School. Review of applications will begin immediately and continue until the successful candidate has been selected.

*To apply for this position, visit:*

[Director of Human Resources, Colburn School.](#)

*To nominate a candidate, please contact Anne Johnson:*

[annejohnson@aspenleadershipgroup.com.](mailto:annejohnson@aspenleadershipgroup.com)

*All inquiries will be held in confidence.*