

Live Media Group



Job Description

Job Title: Employee Engagement Manager

Status: Exempt: Full-time

Department: Human Resources

Division: Corporate

Purpose:

Live Media Group Holdings, LLC is a nation-wide leader for the production, encoding/transmission, creative and broadcast of live events of any scale. Our commitment to the highest quality experience possible for our clients and their viewers has made us the industry leader for live event production and broadcast. The Employee Engagement Manager will oversee and manage the full cycle payroll function while leading recruiting and hiring efforts across the organization ensuring accurate compliant payroll processing and a strong talent pipeline by managing recruitment strategies, processes, and partnerships. This role will also be key in employee engagement strategy, communications and other employee related initiatives to enhance the culture of the organization while fostering collaboration across the entire company.

Payroll Management Responsibilities:

- Manage and administer end-to-end payroll processing for all employees (hourly, salaried, etc.) ensuring accuracy, timeliness, and compliance with federal, state, and local regulations for wage/hour laws, PTO policies, benefit deductions, etc.
- Maintain payroll records, employee earnings, deductions, garnishments, and tax filings.
- Coordinate payroll audits, reconciliations, and year-end processing (W-2s, 1099s) partnering with finance on reporting and budgeting.
- Serve as primary contact for payroll vendor and resolve payroll issues or discrepancies.
- Provide appropriate reports for effective forecasting, budgeting, staffing and management reporting.
- Other duties as assigned.

Recruiting Responsibilities:

- Lead full-cycle recruiting for exempt and non-exempt positions across departments.
- Partner with hiring managers to understand staffing needs and create effective job descriptions.
- Develop and execute recruiting strategies to attract qualified, diverse candidates managing job postings, applicant tracking, and candidate communications.
- Screen candidates, coordinate interviews, and support hiring decisions.
- Oversee offer letters, background checks, and pre-employment requirements.
- Monitor recruiting metrics and continuously improve hiring processes.
- Other duties as assigned.

HR Collaboration & Process Improvement:

- Support onboarding and orientation in partnership with HR and payroll functions.
- Maintain employee data integrity across HRIS, payroll, and other systems.
- Assist with HR projects, policy updates, and compliance initiatives.
- Recommend process improvements to increase efficiency and employee experience.

Employee Engagement

- Work with HR Manager to implement effective employee communications strategy. Develop and maintain internal communication schedules aligned with company priorities, milestones and culture.
- Partner with HR and divisional leadership to translate business updates into clear, engaging employee messaging writing and distributing quarterly newsletters, internal announcements, leadership message and companywide updates.
- Assist with the management of internal communication channels (email, intranet, Slack/teams, newsletter, etc.)
- Plan and support engagement initiatives such as divisional/company town halls, recognition programs and internal campaigns to improve culture.

Live Media Group

Live Media, TNDV Television, GameTime Productions
2091 Arlingate Lane, Columbus, OH 43228
515 Brick Church Park Drive, Nashville, TN 37207

Live Media Group



- Act as communications liaison between department to help amplify initiatives and reduce silos to create a creative culture and team collaboration.
- Support change management communication during organizational or operation shifts.

Other duties as assigned.

Qualifications:

- Bachelor's degree in human resources, Business or related fields preferred. A combination of education and experience will also be applicable.
- 5+ years of experience in payroll administration with at least 2 years in a leadership or managerial role.
- 3+ years of recruiting or talent acquisition experience.
- Strong knowledge of payroll laws, wage and hour regulations, and compliance requirements.
- Experience with payroll systems and applicant tracking.
- Excellent attention to detail and organizational skills.
- Strong interpersonal and communication skills with a high level of confidentiality.
- Other duties as assigned.
- Must be willing and able to lift/push/pull up to 50 lbs., and willing to seek assistance for anything over 50 lbs. (should not seek to do over 50 lbs. without assistance).

Live Media Group Holdings LLC is an Equal Opportunity Employer and offers employment opportunities to all qualified persons regardless of race, color, religion, sex, age, national origin, sexual orientation, physical or mental disability or any other status protected under applicable law.

Live Media Group

Live Media, TNDV Television, GameTime Productions
2091 Arlingate Lane, Columbus, OH 43228
515 Brick Church Park Drive, Nashville, TN 37207