

Director of Diversity and Inclusion

The Director of Diversity and Inclusion is entrusted with spearheading the development and implementation of a comprehensive vision aimed at cultivating a more diverse and inclusive workforce for Broadway. This role entails championing League initiatives across all facets of Equity, Diversity, and Inclusion (EDI), while forging collaborative partnerships with industry unions, guilds, and vendors to advance EDI-related programs. As a key member of the senior management team, the Director of Diversity and Inclusion holds the pivotal responsibility of devising strategies, delivering training, and executing programs geared towards fostering tangible change within an open and inclusive environment, transcending mere academic discourse. By nurturing an environment where all League members, staff, and partners feel valued and respected, this individual will institute initiatives to cultivate inclusive cultures.

This position reports to the President of the Broadway League.

Salary Range: \$165,000/yr - \$185,000/yr · Full-time

Responsibilities:

- Provide guidance and mentorship to League staff, members, and partners on EDI matters, facilitating organizational change, and driving sustainable high-quality EDI initiatives.
- Actively cultivate and manage community EDI partnerships while ensuring seamless communication and integration of key EDI initiatives among stakeholders.
- Develop and lead the League's EDI training, education programming, workshops, seminars, and summits, while monitoring data to evaluate the effectiveness and progress of EDI initiatives.
- Analyze outcomes and performance metrics through an equity lens to drive improvements in outreach, service delivery, and engagement across the industry.
- Share EDI expertise and advocate for positive change, serving as a valuable resource to members and stakeholders in the theatre industry.
- Collaborate with other League departments on internal and external EDI initiatives.

Organizational Equity:

- Lead and support the League's Equity, Diversity, and Inclusion (EDI) Committee, guiding the development, implementation, and monitoring of the League's EDI strategy and initiatives.
- Establish a framework and oversee deliverables, timelines, and budgets related to League EDI initiatives.
- Devise innovative strategies to attract, develop, and retain a diverse workforce, collaborating with senior management to ensure widespread awareness, dedication, and accountability for EDI action plans.
- Ensure organizational compliance with EDI regulations, identifying areas of risk and opportunity.
- Collaborate with the League's Education Department and Human Resources to deliver ongoing training sessions on anti-bias, anti-racism, and other programs.
- Stay abreast of EDI trends and best practices.
- Represent the Broadway League at events and conferences related to EDI.

This job description may not encompass all assigned duties, responsibilities, or aspects of the job described and may be amended at any time at the sole discretion of the Employer.

Qualifications:

- Minimum of five years of EDI management experience, preferably within a cultural organization, educational institution, or service-oriented enterprise.
- Strong proficiency in developing and implementing EDI metrics, including working with Key Performance Indicators (KPIs) and data analysis to measure program impact and drive accountability.
- Demonstrated success in embedding EDI into organizational culture and behaviors, along with advocating for and communicating the value of equity, diversity, and inclusion.
- Proven ability to engage and manage community relationships.
- Demonstrated supervisory skills.
- Excellent written and verbal communication skills.
- Bachelor's degree or equivalent experience.

Other key competencies include diplomacy and teamwork, influencing and appreciating others, interpersonal skills, and leadership: The aptitude to articulate a vision, create a sense of purpose and direction for internal and external stakeholders, and build trust by demonstrating respect and integrity.

In keeping with our mission to foster an inclusive work environment, we encourage individuals who strongly commit to Equity, Diversity, and Inclusion to apply by sending a resume and cover letter as attachments to hr@broadway.org with “**Director of Diversity and Inclusion**” in the subject line.

The Broadway League is an equal-opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, pregnancy, genetic information, national origin, disability, protected veteran status, or any other characteristic protected by law.