



729 SEVENTH AVENUE TEL 212-764-1122
5TH FLOOR FAX 212-944-2136
NEW YORK, NY 10019 BROADWAYLEAGUE.COM

The Broadway League | Labor Relations Contract Analyst October 2021

The Broadway League is the national trade association for the Broadway industry. Our 600-plus members include theatre owners and operators, producers, presenters, and general managers in North American cities, as well as suppliers of goods and services to the commercial theatre industry. Each year, League members bring Broadway to more than 30 million people in New York and more than 200 cities across the U.S. and Canada.

The Contract Analyst will report to the Director of Labor Relations, working in the Broadway League's offices in Midtown Manhattan. This is a full-time position.

Responsibilities:

- Complete analysis of budgets, costs and economic ramifications of financial proposals during labor negotiations
- Creation of original numerical templates, formulas and modeling for financial proposals
- Prepare detailed minutes (contemporaneously) from labor negotiations
- Research industry past practices
- Draft and verify contract language in newly negotiated contracts
- Prepare summaries, charts and analysis, as needed, for collective bargaining
- Respond to inquiries from League members
- Interpretation and understanding of labor contract provisions
- Research and administrative preparation for grievances and arbitrations
- Updating and maintenance of Labor Relations websites and databases for League members and Labor Department
- Schedule and oversee logistics of written materials for labor related meetings
- All other duties needed or assigned to support the Labor Department or The League

A successful applicant will:

- Bachelor's Degree in Finance, Business or related area of study
- **Expertise and agility in Advanced Microsoft Excel and Word**
- High Proficiency in PowerPoint
- Ability to create modeling formulas and templates
- Ability to quickly change, modify, alter and apply various methods of calculation (including proration, uneven timetables, tax aspects, etc).
- Typing speed of 65-80 words per minute
- Excellent writing, speaking and interpersonal skills
- Strong organizational skills
- Passion for and knowledge of the Broadway theatre landscape is a Major plus.

Preference given to candidates with:

- Familiarity with Broadway practices, jargon and history
- Familiarity with Federal, State and local labor laws
- History with labor negotiations



729 SEVENTH AVENUE TEL 212-764-1122
5TH FLOOR FAX 212-944-2136
NEW YORK, NY 10019 BROADWAYLEAGUE.COM

Benefits:

- Employer paid health, dental and vision insurance for employee and dependents.
- Life, LT disability and LT Care insurance.
- 401k with match.
- Paid vacation.
- Opportunities to attend Broadway shows.

Must be eligible to work in the United States without sponsorship. Local to the Greater New York City area, only as there is no relocation assistance.

To apply, send resume and thoughtful cover letter with salary requirements to hr@broadway.org with "Contract Analyst" in the subject line. Responses that do not comply with these instructions will not be considered.

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.