

We understand that it is through the experience of listening to and learning from each other's stories that we come to better understand each other's journeys.

-The Broadway League

Organization

Founded in 1930, The Broadway League (League) is the national trade association for Broadway and commercial theatre. The League's 700-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. These members bring Broadway to millions of people in New York and in more than 200 cities throughout the United States and Canada.

Originally created for the purpose of protecting consumers from unscrupulous ticket brokers, the League's primary focus was to promote the common interests of theatre operators and to negotiate collective bargaining agreements with theatrical unions and guilds. Its mission expanded in subsequent years to include serving the various needs of theatrical producers in New York and of national touring shows, as well as presenters of touring productions in cities across North America. Currently, the League is a full-service trade association dedicated to fostering increased interest in Broadway theatre and supporting the creation of profitable theatrical productions.

The League supports its members through a variety of programs and events designed to promote Broadway as a vibrant national entertainment medium. These include special events, industry-wide marketing initiatives, and corporate sponsorships, as well as numerous programs geared to making Broadway tickets and show information more accessible to the consumer.

Some of the League's major milestones and initiatives include the Tony Awards, which has been jointly presented with the American Theatre Wing since 1967; the management of the Commercial Theater Institute, which was established in 1982 to develop and train emerging producers; and Kids' Night on Broadway, a national audience development initiative that was created in 1996. Other programs that have been established with the aim of making Broadway more accessible to broader audiences include Family First Nights, which offers underserved families the opportunity to attend Broadway shows at subsidized ticket prices; Broadway Bridges, a partnership with nonprofit organizations seeking to ensure every New York City public high school 10th grade student sees a Broadway show before graduating; and Viva Broadway, which builds bridges with Hispanic and Latino audiences.

Other key services include overseeing government relations for Broadway and commercial theatre, maintaining extensive research archives and databases, investing in the future through audience development programs, and supporting charitable efforts benefiting the theatrical community. Labor relations continues to be the cornerstone of the League's mission. The organization remains committed to working together with the theatrical unions to provide exemplary employment circumstances for Broadway employees and to maximize opportunities for League-member productions to attain solid economic footing while providing great production value. Through industry-wide programs, consumer services, special events, and advocacy with elected officials and government agencies at all levels, the League is dedicated to reinforcing the position of Broadway theatre nationwide as the pinnacle of live entertainment.

In response to the recent national focus on racial equity, the League has accepted the responsibility for change and is taking a strong leadership position in the industry. The League is committed to encouraging all members and partners—whether producers, general managers, presenters, unions, guilds, or vendors—to confront racism, build inclusive cultures, and create career opportunities that advance diverse artists and professionals in the industry, backstage, onstage, or in the executive suite.

While the League had many equity, diversity, and inclusion (ED&I) initiatives in place long before the summer of 2020, the League's board approved many new diversity goals in June 2020. These goals included changes to the League's bylaws, which immediately led to the appointment of two additional Black board members, and a commitment to appointing up to nine additional individuals of color to the board in the next few years. New emphasis was also placed on education to include unconscious bias and anti-racism training. As part of these goals, the organization has decided to hire its inaugural Director of Equity, Diversity, and Inclusion to oversee the League's ED&I policies.

Located in New York City, the League has a 51-member board of governors led by Board Chair Lauren Reid. Charlotte St. Martin serves as President, leading a staff of 24 employees. For the fiscal year ending August 31, 2019, the League reported a total revenue of \$11.9 million, with \$10.9 million from program services. Total expenses were \$10 million.

Position Summary

Reporting to the President, the Director of Equity, Diversity, and Inclusion will assume an inaugural position with primary responsibility to develop and execute a vision for a more inclusive and diverse workforce for Broadway, supporting League members in all aspects of ED&I and partnering with industry unions, guilds, and vendors in ED&I related programs. This position will oversee the League's ED&I efforts and will work with respective committees in creating ED&I initiatives across the organization. A member of the leadership team, the Director of Equity, Diversity, and Inclusion will be responsible for developing strategies, training, and programs to create and foster change in an open and inclusive environment rather than just discussing these issues in an academic way. This individual will allow all League members, staff, and partners to feel heard and respected as they work to build inclusive cultures and create career opportunities that advance diverse artists and professionals across the industry.

Role and Responsibilities

Community Engagement and Partnerships

- Serve as a thought leader and ED&I subject matter expert on internal and external best practices and strategies that inform programs and operations.
- Proactively build and maintain community partnerships and manage communication and integration of key initiatives among members, partners, and connected organizations.
- Share expertise and challenge the status quo in a positive and transparent way, serving as a resource to members and others in the theatre industry.
- Partner and support the Director of Communications to drive the design and delivery of inclusive messaging to media and key stakeholders.
- Guide the analysis of outcomes and performance measures from an equity lens and use this information to foster improvements in outreach, service delivery, and engagement across the industry.

Organizational Equity

- Develop, implement, and monitor the League's diversity and equity strategy and initiatives in partnership with existing committees and departments.
- Lead and support the work of the board's Equity, Diversity, and Inclusion Committee.
- Build framework and manage deliverables, timelines, and budgets related to ED&I initiatives.
- Provide leadership in creating innovative strategies to cultivate, attract, develop, and retain a diverse workforce.
- Form authentic relationships with members of the senior management team so that awareness, dedication, and accountability for ED&I action plans reach throughout the organization.
- Set a shared commitment to ensure that the organization remains compliant with regulations regarding ED&I, identifying areas of risk and opportunity.
- Offer guidance to all staff, members, and the board on any culturally sensitive topics.
- Provide frequent updates on ED&I activities across the entire organization.

Training and Resource Development

- Develop and deliver a broad range of training and resource materials for all staff, members, and the board that support the League's ED&I goals.
- Collaborate with the League's Education Department and Human Resource Compliance and Regulatory Manager to ensure the delivery of ongoing training sessions on anti-bias, anti-racism, and other programs.
- Consult with program teams to determine needs and provide guidance for the design of solutions that utilize a diversity lens and align with program objectives.
- Analyze and present trends and remain up to date on best practices related to ED&I.

Traits and Characteristics

The Director of Equity, Diversity, and Inclusion will be an excellent communicator who listens carefully to and communicates effectively with all stakeholders. With strong interpersonal skills and an open communication style, the Director of Equity, Diversity, and Inclusion will effectively engage with the League and the greater Broadway community. A thoughtful consensus builder and team member open to new ideas, they will inspire trust and build authentic relationships while understanding the broad range of needs within the industry. A people-oriented individual, the Director of Equity, Diversity, and Inclusion will evaluate many aspects of a situation and create positive outcomes. A versatile and politically savvy leader, they will possess a broad understanding of the issues and trends impacting ED&I activities regionally and nationally.

Other key competencies include:

- **Diplomacy and Teamwork** – The capacity to facilitate cooperation between groups or individuals, ensure that all individuals are heard, tactfully handle difficult or sensitive issues, treat all parties fairly and with humility regarding personal biases or beliefs, and build positive and productive relationships by addressing organizational challenges.
- **Influencing and Appreciating Others** – The ability to personally affect others' actions, decisions, opinions, or thinking and to identify with and care about others.
- **Leadership** – The aptitude to articulate a vision and create a sense of purpose and direction for internal and external stakeholders and build trust by demonstrating respect and integrity.
- **Interpersonal Skills** – The dexterity to handle situations gracefully and with sensitivity, develop and nurture relationships with people across the organization and throughout the community, and communicate effectively by listening, observing, and appreciating cultural and personal perspectives.

Qualifications

Qualified applicants must have a bachelor's degree in social sciences, human resources, business, or related disciplines, or equivalent experience. A minimum of five years of progressively responsible senior management experience, preferably with a cultural organization, educational institution, or service-oriented enterprise, is encouraged. Applicants must demonstrate a current and active involvement in the ED&I field and understand organizational development and change management. This role requires an experienced leader with the ability to successfully engage in and manage community relationships. Knowledge of and experience in the performing arts field is preferred.

Compensation and Benefits

The League offers competitive compensation, with a salary range between \$150,000 and \$175,000, and a benefits package that includes paid time off and medical, dental, and vision insurance.

Applications and Inquiries

Please submit a cover letter and resume highlighting relevant and demonstrable accomplishments by clicking [here](#) or by visiting artsconsulting.com/employment. For questions or general inquiries about this job opportunity, please contact:

Ms. Wyona Lynch-McWhite
Senior Vice President



292 Newbury Street, Suite 315
Boston, MA 02115-2801
Tel (888) 234.4236 Ext. 225
Email: BroadwayLeague@ArtsConsulting.com

The Broadway League is an Equal Opportunity Employer. It is the policy of the League to provide all persons with equal employment practices and opportunities without regard to race, color, religion, ancestry, sex, sexual orientation, national origin, disability, age, veteran or marital status, or any other characteristic protected by federal, state, or local law.

The League is especially interested in candidates whose background and experience have prepared them to contribute to its commitment to engagement and inclusion.