

Membership & Professional Development Assistant

The objective of The Broadway League's Membership & Professional Development Assistant is to provide administrative support to the running of the Membership and Professional Development Departments and its associated events, committees, and initiatives.

The position reports to the **Director of Membership and Professional Development**.

Salary Range: \$17 - \$20 an hour · Part-time, 20 hours per week.

Responsibilities

- Assists with all aspects of the renewal process (collection of qualifying credit proof, database updates, preparation of personalized forms and invoices, distribution to Members, dues, and form processing)
- Assists with administration of the monthly New Member application, intake, and acceptance process
- Reviews staff contact changes and makes database updates, distributing changes to relevant League staff
- Provides administrative support in the planning and execution of League Conferences and Forums
- Provides general support to Standing Committees of the Membership Department, ensuring correct attendance records and including accurate notes are taken post-meeting
- Manages recordings of professional development public seminars and reports. Uploads relevant videos to Vimeo showcases
- Monitors general Membership email inbox, answers and redirects inquiries as appropriate
- In collaboration with Receptionist & Office Administrative Associate, collects content for monthly Flash newsletter from League staff, sends newsletter to Members and their staff, and manages recipient lists
- Works with the Director of Digital and Technology to maintain current content for the Membership Department on the League's websites
- Oversees League Standing Meeting Calendar and manages any updates made to previously scheduled meetings
- Updates Membership Guide, ensuring it reflects current benefits and offerings
- Liaises with League partners and affiliates to provide Member travel discounts and maintain website listings
- Ensures Member files are current and any former Members' files have been archived
- Manages logistical components of Kids' Night on Broadway on the Road, an audience development program in partnership with participating Member venues
- Maintains the League's window card collection

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.



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Qualifications

- Proficiency in Microsoft Office Suite, with a particular focus on Word, Excel, Access
- Event planning, project management, or proficiency in heavy calendar management
- High attention to detail and excellent listening and communication skills
- Experience in data entry and database management with high accuracy
- Knowledge and experience in the entertainment industry preferred

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 "**Membership & Professional Development Assistant**" 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.