



Position: Human Resources Compliance and Regulatory Manager
Reports to: Director of Labor Relations
Date: Immediate Hire

The Broadway League is searching for a Human Resources Compliance and Regulatory Manager to work in our Labor Relations Department to assist the League's members regarding Human Resource related issues, laws and practices.

Responsibilities

- Monitor all City, State and Federal employment-related statutes, regulations and obligations that might impact League members;
- Assist members in the creation, review and modification of employee handbooks and policies consistent with the law and the respective labor agreements;
- Assist members in effective HR compliance with applicable code, rules and statutes
- Assist in educating League members, via training and written updates, about relevant employment laws and requirements;
- Advise members on current reporting obligations and best HR practices;
- Advise members on all aspects of the employment chronology (interview, screening, hire, discipline and termination);
- Provide guidance regarding international employment laws and hiring;
- Provide information about sexual harassment training needed consistent with new NYS and NYC requirements, to designated member audiences;
- Review and analyze all contract clauses and practices regarding applicability of wage and hour laws, child labor obligations, termination notification, independent contractor status, FMLA, etc.;
- Provide general support and research to the Labor Department during negotiations and
- Serve as on-site HR support to the League's Director of Finance and Administration

Background

- BS/BA in a related discipline
- 5 years of HR Generalist experience
- Awareness of content and application of Federal and State employment law (including wage and hour, leaves, discipline, etc.)
- HR Experience with bargaining units, labor agreements, grievances and union environment
- Interest and experience in the entertainment industry preferred
- Ability and experience to effectively lead trainings and presentations
- Excellent listening and communication skills
- SHRM Certification (CP or SCP) preferred
- Proficiency in Word, Excel and PowerPoint

Candidates local to the Greater New York City area only, please. There is no relocation assistance provided.

Salary commensurate with experience and qualifications. Generous benefits package includes non-contributory health and dental insurance, 401k plan match, vacation and opportunities to see Broadway shows.

To apply:

Please send resume and cover letter salary expectations to HR@broadway.org.