

Administrative Assistant to the Labor Relations Department

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 Broadway League is seeking a detail-oriented and highly organized multi-tasker to join our team as the **Administrative Assistant to the Labor Relations Department**. The position will report to the General Counsel and Executive Vice President of Labor Relations and will require in-office work Monday-Friday from 9:30 am to 5:30 pm.

Salary: \$65,000/yr - \$70,000/yr · Full-time

Responsibilities:

- Maintain and update all Labor Department files, including General Counsel and Executive Vice President of Labor Relations' office files
- Arrange meetings, including reserving meeting rooms, and confirm attendance for labor negotiations and various committees and grievance meetings
- Responsible for Department meetings, including the preparation of materials, providing hospitality as required, and set up/take down of meeting rooms
- Administrative duties include the preparation of letters, memos and other written communication as requested or required by the General Counsel and Executive Vice President of Labor Relations and the Associate Director, as well as general office duties, including copying, scanning, faxing, filing, typing
- Schedule appointments for the General Counsel and Executive Vice President of Labor Relations and Associate Director, and maintain Outlook calendars and contacts
- Arrange the General Counsel and Executive Vice President of Labor Relations and the Associate Director's travel plans, and prepare schedules and itineraries
- Manage and update member databases, mailing labels, and records as necessary
- Review and prepare vendor and third-party invoices, including legal bills and monthly expense reports for Director and Manager(s)
- Distribution of memos and other updates to League members
- Field incoming calls for Labor Department inquiries
- Communicate with Digital and Technology Department to maintain content on Labor section of League websites
- Assist with general reception duties and other office responsibilities as needed
- Other duties as required or assigned

Skills:

- Exemplary professionalism and interpersonal demeanor
- Proficiency with technology including Microsoft Office Word, Excel, and Outlook and Database Management Software



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- Effective oral, written, communication, proofreading, and organizational skills
- Ability to multi-task and problem-solve while paying attention to detail in a fast-paced and challenging environment
- Understanding of the Broadway industry and/or unions preferred

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

Benefits for Full-Time Employees:

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

Must be eligible to work in the United States without sponsorship.

This position requires that employees be fully vaccinated. “Fully vaccinated” means that an employee is more than 14 days following the final dose of a vaccine at the time they begin employment. The CDC strongly recommends that employees also receive recommended booster vaccines and remain up to date with their COVID-19 vaccinations. The Company will consider requests for reasonable accommodations for documented medical reasons and sincerely held religious beliefs in accordance with applicable law. Please do not include proof of vaccine status or any indication of a possible request for accommodation when submitting your application materials. The Company will follow up with you directly to request proof of vaccination and to discuss any potential accommodations if an offer of employment is made.

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 to hr@broadway.org with “Administrative Assistant to the Labor Relations Department” 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.