Administrative Coordinator

The Broadway League seeks an Administrative Coordinator to provide administrative and operational support to the organization, with focused support to the Communications & Business Development and Governmental Affairs departments. This position serves as the organizational hub for scheduling, committee coordination, records management, meeting logistics, and departmental administration, ensuring the efficient operation of both departments.

This position requires exceptional organizational skills, attention to detail, discretion, and the ability to manage multiple priorities in a fast-paced, member-focused environment.

RESPONSIBILITIES

Executive & Administrative Support:

- Provide administrative support to the Directors of Communications & Business Development and Governmental Affairs
- Coordinate calendars, meetings, conference calls, and travel arrangements
- Schedule internal and external meetings with League members, committee leadership, elected officials, industry stakeholders, sponsors, and vendors
- Prepare and distribute meeting agendas and committee materials, presentation materials, and supporting documentation
- Set up meeting space and video conferencing
- Taking and distributing meeting notes when appropriate
- Track action items and follow-up assignments
- Process invoices, contracts, and expense reports
- Provide organizational office support as needed, including reception coverage

- Support the administrative operations of assigned League Committees
- Tracking Committee attendance and maintaining committee archives

Departmental Support:

Communications Administration and Business Development

- Organize and archive press releases, media coverage, and press materials
- Monitor daily media coverage and maintain digital press clipping files
- Assist in compiling earned media reports and communications metrics
- Support the coordination of media interviews and press events
- Maintain photo, video, and communications archives
- Provide partnership and program support:
    - Assist with sponsor benefit fulfillment and partner communications
    - Support preparation of sponsorship materials, presentations, and committee documents
    - Assist with logistics for promotional initiatives, meetings, and industry events
    - Maintain project timelines and departmental calendars
- Provide support for department operations
    - Maintain departmental files and digital records
    - Coordinate office logistics for meetings and events
    - Assist with maintaining departmental budgets
    - Support special projects as assigned

Responsibilities Specific to Governmental Affairs Administration

- Support the administrative operations of the Government Relations Committee, Legislative Council, and Elected Engagement and Requests
- Draft testimony for city, state or federal hearings
- Coordinate with lobbyists and consultants and Members
- Additional tasks as assigned

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

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.

SALARY AND BENEFITS

The salary range for this role is $53,000 to $55,000 annually. The Broadway League offers a generous benefits for Full-Time Employees, which include:

- Employer paid healthcare for employee and dependents
- Life, Long-Term disability, and Long-Term Care insurance
- 401k with match
- Paid vacation
- Opportunities to attend Broadway shows

To apply, please send cover letter and resume to jobs@broadway.org. Resumes must be accompanied by a cover letter in order to be considered.

We celebrate different backgrounds and lived experiences and look for team members who help foster a culture of belonging. Please apply by sending a resume and cover letter to hr@broadway.org with “Administrative Coordinator” in the subject line.

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. This position requires physical presence at The Broadway League office.

Frequently cited statistics show that women and people from underrepresented groups apply to jobs only if they think they meet 100% of the criteria. If you meet many but not all the criteria and feel you may be a good fit for the role, The Broadway League encourages you to apply.

The Broadway League is an Equal Opportunity Employer and does not discriminate on the basis of age, color, national origin, ethnic origin, citizenship status, disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, marital status, veteran status, or any other characteristic protected by federal, state, or local law in its employment policies. The Broadway League will provide reasonable accommodations for qualified individuals with disabilities.