

Broadway Bridges Program Manager

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 **Broadway Bridges Program Manager** with a passion for Broadway and Education. The position will report to the Director of Audience Engagement and will require work in-office, Monday-Friday from 9:30 am to 5:30 pm.

Salary: \$65,000/yr - \$75,000/yr · Full-time

RESPONSIBILITIES

Broadway Bridges

- Execute and manage all program-related communication with high schools and productions
- Coordinate ticket allocations for schools
- Survey teachers and students post-performance
- Develop partnerships with individual high schools and teachers
- Provide writing assets including grants and city council applications, contracts, reimbursement processing, press, and outreach
- Assist with developing materials and outlets for press and social media outreach
- Work with Digital and Technology Department to maintain and update BroadwayBridges.org and social media outreach
- Convening/managing a Broadway Bridges Funding Taskforce and/or Advisory Council
- Track all program expenses and income
- Assist in follow up with schools in cases of late/delayed payment
- Oversee Broadway Bridges related tasks of Audience Engagement Associate

Education and Engagement Tasks

- Manage the High School Broadway Shadowing Program (scheduling and logistics of student and show participation, guest speakers, fieldtrips, follow up surveys)
- Write Education & Engagement's bi-annual newsletter
- Support department's coordination and administration of the annual Education & Engagement Forum
- Coordinate and collate results of Biennial Survey of member education and engagement programming

Skills & Qualifications

- Experience working with the NYC Department of Education, teachers and administrators

- Passion for arts education in schools and knowledge of the commercial theatre industry
- Excellent organizational skills and attention to detail

- Strong writing, speaking, and interpersonal skills
- Ability to multi-task and collaborate in a fast-paced environment
- Expertise and agility in Microsoft Word and Excel and online resources

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 “**Broadway Bridges Program Manager**” 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.