



729 SEVENTH AVENUE TEL 212-764-1122
5TH FLOOR FAX 212-944-2136
NEW YORK, NY 10019 BROADWAYLEAGUE.COM

Labor Relations 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 Manager of Labor Relations that will be responsible for providing labor and employee relations counsel, support, and service to the League and its members. The position will report to the Associate Director of Labor Relations and will require work in-office, Monday- Friday, from 9:30 am to 5:30 pm.

Salary: \$70,000/yr - \$80,000/yr · Full-time

Responsibilities:

- Interpreting and applying labor contract provisions
- Responding to inquiries from League members on labor and other workplace-related matters
- Interfacing with Union representatives on industry issues
- Researching and administrative preparation for grievances and arbitrations
- Preparing for and assisting with collective bargaining negotiations, including proposal drafting and participation throughout the process
- Analyzing budgets, costs, and economic ramifications of financial proposals and settlements
- Preparing summaries, charts, and other documents, as needed, for collective bargaining
- Drafting contract language as well as settlement and other agreements
- Research industry past practices and bargaining history
- All other duties needed or assigned to support the Labor Department or The League

Required Skills/Experience:

- Expertise and agility in Advanced Microsoft Excel, Word, and PowerPoint
- Ability to create and manipulate modeling formulas
- Excellent writing, speaking, and interpersonal skills
- Strong analytical, interpretive, and organizational skills

Preference given to candidates with:

- Relevant work experience in labor relations and negotiations
- Familiarity with Broadway practices and history
- Familiarity with Federal, State, and local labor laws

Note: 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.



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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.

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 "Labor Relations 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.