

## Receptionist & Office Administrative Associate

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 an upbeat, poised, and hospitable **Receptionist & Office Administrative Associate** with a passion for Broadway. The position will require work in-office, Monday-Friday from 9:00 am to 6:00 pm.

Salary: \$50,000/yr - \$55,000/yr · Full-time

### Responsibilities:

#### Reception

- Greet and welcome guests in a friendly and helpful manner
- Answer incoming calls on the main line from 9:00 am to 6:00 pm
- Arrange reception/phone coverage for planned absences
- Process all incoming and outgoing mail
- Maintain records of all shipping requests (FedEx, UPS, Messenger service, etc.)
- Maintain internal conference room calendar for all League meetings and member bookings
- Coordinate conference rooms and direct catering to the appropriate room for all League meetings
- Maintain staff directories and phone extension lists

#### Administrative Support

- Provide administrative support to the Executive Department
  - Offer overflow and backup coverage for the President's schedule & phone line
  - Assist with maintaining Executive contact groups and distribution lists
  - Assist with Executive Committee and Board of Governors meetings as needed
  - Maintain a list of current and upcoming Broadway shows
  - Complete special projects as assigned by the Executive Office
- Provide overflow support to the Membership Department during major events (Spring Road Conference, Biennial Conference, forums, annual meeting)

#### Office Support

- Manage contracts, vendor relations, and maintenance/repairs for all office equipment and kitchenette appliances (copy machines, postage meter, refrigerator, coffee makers, etc.)
- Liaise with Building Management and assist with scheduling vendors for the maintenance and repair of supplemental air conditioning units, light fixtures, office door locks, etc.

- Oversee, administer and ensure public spaces are clean and well maintained
- Manage an inventory of all office and hospitality supplies (paper, stationery, coffee, milk, etc.)

**Skills & Qualifications:**

- Exemplary professionalism, diplomacy and discretion
- Proficiency with technology Microsoft Office Word, Excel, and Outlook
- Effective oral, written, communication, organizational, interpersonal, and customer service skills
- Ability to multi-task and problem solve while paying attention to detail
- Have a passion for and knowledge of the Broadway theatre landscape

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](mailto:hr@broadway.org) with "Receptionist & Office Administrative Associate" 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.*