



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

Research 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 a highly detailed oriented **Research Associate**. The position will report to the Manager of Research, working in-office Monday-Friday from 9:30 am to 5:30 pm.

Salary: \$50,000-\$55,000yr. · Overtime eligible · Full-time

Responsibilities:

- Significant daily IBDB.com data entry including building new shows/productions, adding credits for existing Broadway and Touring productions, tracking and updating changing credits for currently running productions, verifying birth/death dates, and entering historical credits
- Researching and answering write-in messages to IBDB
- Supporting the daily management of the survey program including scheduling surveys and coordinating survey teams and survey supplies
- Researching and entering tour routes
- Assisting with research queries and requests from League members, League leadership and staff, and the public
- Supporting the creation and dissemination of weekly Broadway and Touring grosses/attendance reports
- Fact-checking and proof-reading research reports, press materials, and end-of-season data
- Additional duties as requested by the department Director and Manager

Skills:

- Have strong writing and proofreading skills.
- Proficiency with technology Microsoft Office Word, Excel, and Outlook
- Excellent organizational and planning skills with the ability to prioritize multiple tasks and projects to meet deadlines in a fast-paced environment.
- Ability to exercise discretion with confidential and sensitive information
- Ability to multi-task and problem-solve while paying attention to detail
- Understanding of Broadway 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



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- 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 “Research 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.