

Research Associate at the Broadway League

The Research Department of The Broadway League is the official hub for all statistical and historical information for Broadway. The work of the department includes compiling weekly gross and attendance figures for Broadway productions and producing Broadway season statistics; monitoring routes and producing statistics for Touring Broadway productions across North America; and managing the Internet Broadway Database (IBDB.com), an extensive online archive of Broadway and Touring Broadway productions. The department also administers in-theatre and electronic surveys on an ongoing basis, compiling data to analyze the demographics of the audience and the economic impact of the industry both in NYC and on the Road.

The Research Associate plays a significant role in the day-to-day operations of the department, assisting in the execution of the ongoing projects above and other departmental tasks. The position reports to the Senior Manager of Research.

Why the Broadway League?

At the League, we are committed to creating a workplace that is welcoming, inclusive, and equitable, reflecting the values of the industry we serve. Join us as we continue to work toward making Broadway a place where everyone can see themselves both on stage and behind the scenes.

Responsibilities

- Conduct significant data entry for IBDB.com, including building and adding credits for new Broadway and Touring Broadway productions, tracking and updating changing credits for ongoing productions, entering historical credits, and researching and responding to write-in messages to IBDB.
- Research and build records for engagements of new and ongoing tours.
- Support the management of the survey program, including preparing physical survey supplies and coordinating survey teams.
- Assist in the creation, proofreading, and dissemination of weekly Broadway and Touring Broadway gross/attendance reports.
- Fact-check and proofread research reports, press materials, social media posts, and end-of-season data.
- Assist with research queries and other requests from League members and staff.
- Help review seasonal internship applications and oversee the work of the Research Intern.
- Perform additional duties as requested by the department Director and Senior Manager.

Qualifications

- Meticulous attention to detail and accuracy in data entry.
- Ability to exercise discretion with confidential and sensitive information.
- Excellent organizational and planning skills with the ability to balance multiple ongoing projects.
- Strong writing and proofreading skills.
- Facility with numbers.

- Proficiency in Microsoft Office Word, Excel, and Outlook; ability to learn new databases and platforms.
- Interest in theatre required; understanding of the Broadway industry preferred.

Benefits for Full-Time Employees

- Employer-paid healthcare coverage for employee and dependents.
- Life insurance.
- 401k with match.
- Paid vacation, holidays and personal days.
- Opportunities to attend Broadway shows.

Salary Range: \$52,000 to \$55,000/yr

In keeping with our mission to foster an inclusive work environment, we encourage individuals who are deeply committed to creating a welcoming and equitable workplace to submit their applications. To be a part of the magic and happening at the League submit your resume and cover letter to research@broadway.org with "Research Associate" in the subject line.

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

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.

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.