



Tony Awards® & Equity, Diversity, Inclusion (“EDI”) 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 a highly detail oriented **Tonys & EDI Administrative Associate** with a passion for Broadway and EDI. The position will report to the Chief Diversity Officer and the Director of Tony Awards Administration, working in-office Monday-Friday from 9:30 am to 5:30 pm.

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

Responsibilities:

Tony Awards Administration

- Support the daily maintenance of both the Official Tony Awards Voter List and the Tony Awards Voter Portal
- Assist the department in solving Voter issues while navigating the Tony Voter Portal
- Significant assistance with proofreading of the Tony Awards Eligibility Database, as well as all other eligibility materials utilized by the department during the season
- Manage the backlogging of data from previous eligibility seasons to the Tony Awards Eligibility Database
- Assist with the arrangement, preparation of paperwork, and set up/break down of all Tony Awards Committee meetings
- Assist with the procurement and distribution of all Award materials
- Provide general assistance at various Tony Awards related events

Equity, Diversity & Inclusion

- Assist the EDI department in ensuring tasks remain on target and that timelines are clear and concise
- Support project-related activities, including internal and external communication, schedule meetings and tracking
- Track outreach efforts with members and third-party vendors
- Serve as a resource to members, stakeholders and others involved in The Broadway League
- Maintain regular reports, minutes, database and correspondence for the EDI department
- Aid with special projects

Skills:

- Have strong writing and proofreading skills.
- Strong analytical and communication skills, both oral and written. Interpersonal communication skills are necessary to maintain effective relationships with members, stakeholders, and vendors

- 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
- Demonstrate good judgment, tact, and flexibility under pressure in a mixed-matrix environment with many stakeholders and potentially competing priorities.
- A tolerance for uncertainty and an ability to prioritize and complete simultaneous projects with minimal supervision and to collaborate with other departments.
- 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
- 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 “**Tonys & EDI 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.