

Manager of Labor Relations

The Broadway League is the national trade association for the Broadway industry. Our 700-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 who 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 Senior Manager of Labor Relations and will require in-person work and will require additional hours as necessitated by operational demands, including evenings and weekends.

Salary: \$72,000/yr - \$82,000/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 bargaining through proposal drafting, costing, and related analysis
- Analyzing budgets, costs, and the economic ramifications of financial proposals and settlements
- Preparing summaries, charts, and analysis, 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
- 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.

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.

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



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

Frequently cited statistics show that women and people from underrepresented groups apply to jobs only if they think they meet 100% of the criteria. If you meet many but not all the criteria and feel you may be a good fit for the role, The Broadway League encourages you to apply.

Apply by sending your resume and cover letter in **PDF format** to **hr@broadway.org**. Include **“Labor Relations Manager”** in the subject line of your email.

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.