



## Inclusion and Diversity Associate

At [The Broadway League](#), we believe in promoting an equitable and inclusive theatre community and recognizes that our industry must change in order to reflect those values.. As we continue to work to evolve and innovate, we're looking for an enthusiastic **Inclusion and Diversity Associate** with a love for Broadway. The Associate helps the Director of Inclusion and Diversity champion meaningful change and strive, so all voices are heard, valued, and celebrated. If you're passionate about creating an inclusive environment, fostering talent on and off stage from different backgrounds, and supporting impactful industry-wide initiatives, we want to hear from you!

### About the Role

As an Inclusion and Diversity Associate, you will collaborate with teams across the organization to enhance our efforts in making Broadway a space that is accessible, representative, and welcoming to all. You will assist in developing, implementing, and evaluating our industry's diversity strategies and programs. This is a role for an organized, self-starter with the ability to effectively manage projects in collaboration with other departments. A working knowledge of the Broadway industry landscape or performing arts sector is helpful.

### Key Responsibilities

- Assist the Director to engage with community partners, industry leaders, and advocacy groups.
- Assist the department in all administrative needs to ensure programs and initiatives remain on target and that timelines are clear and concise.
- Support project-related activities, including internal and external communication, and scheduling meetings.
- Track outreach efforts with members and third-party vendors.
- Serve as a resource to League members, staff, and others involved with The Broadway League.
- Maintain and draft regular reports, minutes, and correspondence for the I&D department.

### What You'll Bring

- A passion for diversity, equity, inclusion and belonging.
- 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.
- Demonstrate good judgment, tact, and flexibility under pressure in a mixed-matrix environment with many stakeholders and potentially competing priorities.
- Excellent written communication and interpersonal skills that build trust and in confidence. Bilingual a plus.
- A sense of humor and a creative spirit, because change is best when it's embraced with enthusiasm!
- 1 to 2 years' experience in live theatre highly desirable.
- Administrative support experience preferred.
- Experience in diversity initiatives desired.
- Education in Theatre, Diversity Studies, Communications or Sociology preferred.
- Proficiency in MS Word and PowerPoint and Outlook required.



## Why the Broadway League?

At The League, we are dedicated to fostering a workplace that reflects the diversity and vibrancy of the stage we represent. We offer a supportive, inclusive work environment where every team member has the opportunity to shine. Join us as we continue to make Broadway a place where everyone can see themselves on stage—and behind the scenes.

### *Benefits for Full-Time Employees*

Employer paid healthcare for employee and dependents.

Life, L.T. disability, and L.T. Care insurance.

401k with match.

Paid vacation

Opportunities to attend Broadway shows.

Salary Range: \$55,000 to \$58,000/yr

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To be a part of the magic and transformation happening at the League **submit your resume and cover letter today to [hr@broadway.org](mailto:hr@broadway.org)** with “Inclusion & Diversity Associate” in the subject line. In keeping with our mission to foster an inclusive work environment, we encourage individuals who strongly commit to Equity, Diversity, and Inclusion to apply.

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 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.