



729 SEVENTH AVENUE TEL 212-764-1122
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NEW YORK, NY 10019 BROADWAYLEAGUE.COM

Executive Assistant to the President

Join the Heart of Broadway!

The Broadway League is the national trade association for the Broadway industry, representing over 800 members—including theatre owners, producers, presenters, and general managers—who bring the magic of Broadway to more than 30 million people annually across North America. From the bright lights of Times Square to theaters across 200+ cities, our work shapes the industry and fuels Broadway's future.

We are seeking a **seasoned, highly organized, and polished Executive Assistant** to support the President of The Broadway League. This is an exciting opportunity for an experienced, proactive, and detail-oriented professional who thrives in a fast-paced, high-profile environment and has a deep appreciation for Broadway.

In this role, you'll be at the center of the action—coordinating with industry leaders, managing high-level communications, and ensuring seamless day-to-day operations. This **full-time, in-office position** (Monday-Friday, 9:30 AM – 5:30 PM) is ideal for a skilled executive assistant looking to make an impact at the highest levels of the Broadway industry.

If you're passionate about theatre and ready to take on a dynamic, influential role, we'd love to hear from you!

Salary: \$70,000 - \$80,000 yr. Exempt - Full-time

Responsibilities:

- Oversees all administrative functions of the Executive Department.
- Manage internal/external calendar and appointments, including opening nights and events for the President.
- Creates packets of materials and records and distributes minutes for the President's meetings, including Executive Board Meetings.
- Sets yearly schedules for all the President's meetings.
- Set up for all of the President's meetings in the Conference Room, including telephones, food, attendance, and clean-up.
- Coordinates Travel for the President.
- Complete Expense Reports and check requests for the President and self.
- Manage VIP House Seat requests.
- Maintain addresses and contact information.
- Coordinates event tables for charitable events, including purchase of tickets, ads and coordinates attendees.
- Assist other Directors in maintaining and updating staff Emergency Action Plans.
- Special Projects as assigned.

Skills:

- 3 to 5 years experience in supporting senior executives.
- Exceptional ability to juggle multiple priorities, deadlines, and projects in a fast-paced environment.



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- Clear, polished, and professional in all forms of communication—whether drafting compelling emails, reports, presentations, or representing the President in high-level interactions.
- Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), with an eye for creating seamless presentations, reports, and spreadsheets that make an impact.
- Confident in managing video conferencing tools (Zoom, Teams), coordinating virtual meetings, and ensuring smooth digital communications.
- 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.
- Ability to think on your feet, problem-solve, and adapt quickly in a fast-moving, multi-stakeholder environment—keeping everything running like a well-rehearsed production.
- Understanding of the business of Broadway and a passion for the performing arts.

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.

What We Offer

Employer-paid health, dental, and vision insurance
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.

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 “Executive Assistant to the President” 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.