



Director of People and Culture



ORGANIZATION: The Broadway League
POSITION: Director of People and Culture
REPORTS TO: President
LOCATION: New York, NY, full-time, in person
INFORMATION: broadwayleague.com
TO APPLY: Please send cover letter and resume as one PDF to BroadwayLeagueDPC@pbrsearch.com with title format “Last Name First Name – Letter Resume” and complete the Voluntary Self Identification [form](#). This will assist us in improving our hiring practices and ensuring equal opportunities. Participation is voluntary and will not affect your candidacy in any way.

BACKGROUND

[The Broadway League](#) is the national trade association for the Broadway industry, representing theater owners, producers, presenters, and general managers across North America. Headquartered in the heart of New York City’s Theater District, the League plays a central role in shaping the future of live theater by advocating for the Broadway community; co-presenting the Tony Awards; and driving research, education, and audience development initiatives for the industry. The Broadway League also leads the [Belonging on Broadway Initiative](#), dedicated to making Broadway more inclusive and representative through events, policies, and practices that welcome and engage a diverse community – on stage, behind the scenes, and in the audience. In this way, the Broadway League provides direct support and valuable resources to its members. The Broadway League is comprised of a passionate team of ~40 professionals dedicated to championing one of the most iconic and influential art forms in the world.

POSITION

The Broadway League seeks an experienced director of people and culture (DPC) to oversee all human resources and workplace culture initiatives. Reporting to the president, the DPC will be a trusted thought partner to leadership and effectively communicate the League’s internal HR systems and structures. Externally, this position will serve as a critical resource for League members, who rely on the League’s advice and counsel on people and culture matters. The director of people and culture will develop and deliver strategies, trainings, and other opportunities that increase education and awareness of HR best practices across the League’s member base. They will also serve as a key member of the Belonging on Broadway committee.

RESPONSIBILITIES

Workplace Culture and Engagement

- Promote a positive, collaborative, and inclusive workplace environment where employees feel welcomed, engaged, valued, and heard.
- Maintain knowledge of current and emerging best practices in workplace culture and engagement. As a key member of the senior leadership team, collaborate with other senior leaders at the League to incorporate best practices into daily operations and all League activities and initiatives.
- Build and bring to life a robust offering of educational workshops, trainings, seminars, and other events for League members to help them build more collaborative, engaged and inclusive environments at their own organizations and across the industry as a whole.
- Cultivate and nurture relationships to build partnerships and ensure a high level of engagement with League-led initiatives.
- Establish credibility as an effective listener and problem-solver who can advise, partner with, and facilitate conversations with all of the League’s internal and external stakeholders.
- Set tangible goals and ways to evaluate the effectiveness of programs and initiatives. Track and share outcomes and metrics to continue driving improvements across the industry.

HR Administration

- Ensure compliance with all federal, state, and local laws and regulations regarding employment, benefits, and other workplace matters. Keep abreast of new developments in the HR field to ensure the League is in line with industry standards and its members are advised accordingly.
- Oversee HR policies and procedures, including but not limited to the employee lifecycle (recruiting, screening, onboarding, retention), performance management, professional development, and conflict resolution. Ensure they are properly documented, consistently implemented, and communicated throughout the company. Provide guidance and support to members on related matters.
- Supervise employees responsible for the day-to-day activities related to the above. Provide them with guidance and support as needed. Ensure employees know how their work and partnership contribute to making organizational and industry-wide goals a reality.
- Work closely with the president to ensure staffing aligns with organizational priorities.
- Collaborate with the CFO on the budget related to human resources and workplace culture matters.
- Consult with Labor Relations and/or legal counsel as needed.

QUALIFICATIONS

Experience – Required

- 10 or more years of experience directing an array of human-resources and workplace culture related activities
- Demonstrated success embedding best practices into organizational culture and behaviors, advocating for and communicating the value of maintaining a positive workplace culture
- A deep commitment to fostering a collaborative, engaged and inclusive workplace, and a proven track record of integrating those priorities into the people and culture management of an organization
- Experience with public speaking and leading/delivering programs to a wide community of stakeholders
- A generalist background, understanding all areas of HR including talent management and development, employee relations, training, performance, management, and compensation and benefits administration
- Proficiency with developing and implementing metrics and analyzing data to measure program impact and drive accountability
- Experience working in compliance and risk management, in consultation with legal counsel and others
- Working knowledge and experience with unions and collective bargaining

Experience – Preferred

- Prior experience working in or with a theater-based or other arts/cultural non-profit organization
- Background in advising clients and/or providing consulting services on HR-related subject matter; demonstrated ability to assess challenges and provide actionable solutions and guidance to others
- HR certifications (SHRM-SCP, SHRM-CP, or other)

Personal Attributes

- A passion for or strong interest in Broadway and the mission of the League
- Strong written and verbal communication and presentation skills, with an inclusive and transparent communication style
- Superior managerial and interpersonal skills; high EQ and ability to establish trust with a diverse set of personalities and stakeholders with varying priorities; ability to lead change in a way that achieves strategic goals while bringing people along
- Exceptionally organized and able to leverage technology and systems to create efficiencies
- Experience leading in ways that build a positive culture and emphasize collaboration
- Ability to operate as both a strategic leader and an effective tactical partner/problem-solver
- Ability to handle sensitive issues with diplomacy, judgement, and discretion

COMPENSATION

- Anticipated salary is \$200K - \$225K, commensurate with qualifications and experience
- Generous benefits package, including medical and dental insurance, paid time off, and paid family leave

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.

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.