



APOLLO THEATER FOUNDATION, INC.

JOB DESCRIPTION

JOB TITLE:	Security Guard
DEPARTMENT NAME:	Security
LOCATION:	New York, NY
REPORTS TO:	Security Manager

The Apollo Theater Foundation, Inc. established in 1991 as a not-for-profit organization dedicated to the preservation and development of the historic Apollo Theater. The Apollo's mission is to celebrate and promote the cultural heritage and performance traditions of communities of color and to preserve and build upon the Theater's rich history by serving as a cultural and educational resource for New York City residents and visitors alike.

We are currently seeking experienced security professionals for all positions. In this role you will be responsible for:

Essential Job Functions

- Monitoring the facility and safeguarding the interior and external perimeter of the facility at all times.
- Ensure all deliveries and packages are signed for and reach the proper party, confirming authority and identification as necessary.
- Monitor arrivals and departures, entrances and exits of all individuals, confirming appointments and visitors prior to admitting non-personnel.
- Escort clients, guests, and utility personnel in and out of the theater as necessary.
- Maintain daily log book and radio inventory sign in/out, ensuring that all radio units and accessories are returned and in working order.
- Perform other duties as assigned.

Qualifications

- A High School Diploma required. Some college preferred.
- Strong verbal and written communications skills
- An ability to effectively present information and respond to questions presented by managers, clients, customers, and the general public.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

- To perform this job successfully, an individual should have an intermediate level of knowledge of Outlook Email, Microsoft Word and Excel

License and Certification

- Applicant must be a licensed security guard in New York State and remain so throughout employment with ATF.
- Applicant must obtain Fire Guard certification (F-94) within the first year of employment.
- All applicants must be able to pass a Criminal and NSODB Background Checks

If you are interested in this position, please e-mail your resume, cover letter, and 3 references to: humanresources@apollotheater.org please include job title in subject line. No phone calls please.

Apollo Theater Foundation, Inc. EOE