

APOLLO THEATER FOUNDATION, INC. JOB DESCRIPTION

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

Organization

Founded in 1991, The Apollo Theater Foundation, Inc. is dedicated to the preservation and development of the legendary Apollo Theater through the Apollo Experience of world-class live performances and education programs that:

- Honor the influence and advance the contributions of African-American artists; and
- Advance emerging creative voices across cultural and artistic media.

Our vision is to expand the reach of the Apollo Experience to a worldwide audience.

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 and cover letter to: <u>securityjobs@apollotheater.org</u> please include job title in subject line. No phone calls please. **Apollo Theater Foundation, Inc. EOE**