



## JOB DESCRIPTION

Job Title: Coordinator, Apollo Stories  
Department: Education  
Reports To: Manager, Apollo Stories  
FLSA Status: Part-Time; Contract

**Organization:** The Apollo Theater is a commissioner and presenter; catalyst for new artists, audiences, and creative workforce; and partner in the projection of the African American narrative and its role in the development of American and global culture.

**Apollo Education:** The Apollo's Education Department engages audiences of all ages through a variety of programs and events. These include workshops and residencies, tours, seminars, and synchronous and asynchronous virtual learning for K-12 audiences; career and youth development through the Apollo Theater Academy; and events dedicated to deepening the understanding of the arts and cultural contributions of peoples of the African diaspora. Nearly 15,000 New York City K -12 students and teachers are served each year through Apollo Education workshops, residencies, tours, performances and online resources.

**Apollo Stories:** In spring 2022, the Apollo will launch *Apollo Stories*, as part of its education offerings. *Apollo Stories* is designed to embed meaningful audience engagement and social impact into the classroom curriculum and will revolve around educational partnerships and the production and presentation of new theater, media, and performing arts projects created by the Apollo. The project will bring together the performing arts, education, media, and public discourse. A nation-wide program, *Apollo Stories* will extend performance beyond the stage and screen into the public sphere creating pedagogical opportunities to spark, reframe, and invigorate civic conversation and cultural participation about some of the most critical issues of our time.

**Position Summary:** As part of the *Apollo Stories* team, the Coordinator provides efficient planning and oversight of the set-up and maintenance of administrative supports for the overall project. The Coordinator works closely with the Project/Curriculum Manager and plays a pivotal role in assuring the implementation of *Apollo Stories* activities. The Coordinator will often be the first point of contact for teachers and students involved in the project and will ensure that project participants have seamless access to the Digital Learning Environment.

This is a contracted position commencing January through August 2022. Hours will vary but are expected to average 100 hours per month.

**Essential Role and Responsibilities:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Organize curriculum and resource materials; Assist with review and editing of materials.
- Organize and review student/teacher submissions for inclusion in the Digital Learning Environment.

# APOLLO

- Create, implement, and maintain detailed work plans for the various phases of the project.
- Review and organize Apollo Stories toolkit assets for dissemination.
- Monitor the progress of project and adjust work plans as needed.
- Ensure clear lines of communication by facilitating project team meetings and monitoring timelines and goals set-forth for the project.
- Prepare agreements for project consultants and prepare all financials for processing.
- Facilitate communication with other Apollo departments, (Digital Production, Marketing/Communications), supporting the project.
- Coordinates correspondence with project consultants, key partners, advisors and other stakeholders.
- Set-up systems for online project administration.

**Qualifications:** The requirements listed below are representative of the knowledge, skill, ability, and/or competency required.

- Bachelor's degree plus 3 – 5 years of experience working in arts education, youth development, an arts/cultural organization and/or other educational setting.
- Exceptional written and oral communication, time management and problem-solving skills.
- Excellent organizing and time management skills.
- Familiarity with managing databases, websites, social and digital media.
- Experience planning and managing complex projects.
- Experience working with teams.
- Familiarity with a variety of project management systems.
- Ability to manage multiple projects simultaneously Ability to interact with a wide range of personalities and maintain a diplomatic posture.

Knowledge of and experience using the following software and platforms necessary:

- Microsoft Office 365
- Website design
- Event management databases
- Virtual conferencing platforms: Zoom, Microsoft Teams, Google Meet
- Team and project management tools

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

To apply, submit cover letter and resume to [human.resources@apollotheater.org](mailto:human.resources@apollotheater.org). Please place the word(s) "**Apollo Stories Coordinator**" in the subject header of your e-mail.