



JOB DESCRIPTION

Job Title: Education Assistant
Department: Education
Reports To: Director of Education
FLSA Status: Non-Exempt, Full Time

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, performances, and distance 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. As the Apollo is a world renown stage, our programs frequently link to the Theater's larger initiatives including performances, festivals, and the *Apollo New Works* series. With the addition of two new black box theaters in 2022, our Education programs are poised for an exciting period of growth and expansion.

Position Summary: The Education Assistant supports the overall initiatives of the Apollo's Education Department by organizing and maintaining systems to support daily administrative functions of Education programs. The Assistant provides direct support and works closely with the Director of Education. The Assistant is often the first line of communication for customer inquiries regarding Apollo Education programs. The Assistant performs other duties as assigned in order to support the successful delivery of overall Education programs and services.

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.

- Oversight of Education library and equipment documentation and loans.
- Attends to Apollo Education e-mail messages and voice messages; email and website inquiries.
- Organizes Education staff meetings, agendas and notes.
- Collects and updates program highlights, statistics, and customer databases.
- Orders general and programmatic materials, supplies, and hospitality.
- Creates and maintains detailed calendars and schedules of departmental activities.
- Oversees registration and payments for public-facing Education projects and events; organizes and maintains collateral materials; maintains various departmental databases and tracks department statistics.
- Maintains lists of program participants, updating as needed.
- Coordinate monthly reporting of statistical and financial information from Education program areas.
- Completes documentation of events and highlights reports.

APOLLO

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

- Bachelor's degree plus 3 years minimum experience working in a professional office setting, preferably in an arts/cultural institution
- Excellent organizing and management skills; Flexibility and reliability to meet deadlines with a strong ability to prioritize and follow-up
- Excellent math skills
- Exceptional written and oral communication skills; 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
- Familiarity with Ungerboeck or other event booking software a plus
- Virtual conferencing platforms: Zoom, Microsoft Teams, Google Meet
- Team and project management apps
- Databases, electronic forms, and online billing systems

Competencies:

Analytical
Customer Service
Interpersonal
Oral Communication
Problem Solving
Quality Control
Team Work
Written Communication

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, send a cover letter and resume to Human.Resources@apollotheater.org
Please place the word(s) "**Education Assistant**" in the subject header of your e-mail.