



JOB DESCRIPTION

Job Title: Program Manager, Performing Arts
Department: Programming
Reports To: Senior Director of Programming
FLSA Status: Non-Exempt, Full Time

Organization: The Apollo 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.

Position Summary: The Program Manager contributes to the development, implementation and management of the Apollo Theater's professional performing arts and entertainment offerings. The Program Manager reports to the Senior Director of Programming.

ESSENTIAL JOB FUNCTIONS

- Works closely with the Sr. Director of Programming to develop and produce artistic programs
- Create and maintain project timelines with Senior Director of Programming
- Track progress of projects
- Collect, manage and submit artist photos, bios, etc.
- Research potential projects and artists (this includes attending performances and industry conferences or convenings as required)
- Draft, compile information, proofread and edit certain correspondences, presentations, program booklets, board reports, project descriptions, project reports, project debriefs & evaluations, etc.
- Maintain Programming Department Calendar and program descriptions to be disseminated to other departments, input updates.
- Maintain and act as primary liaison for the department of the overall programming calendar on the Apollo's scheduling system, Ungerboeck.
- Liaise with internal departments to complete tasks as necessary – Education, Marketing and Communications, Production, Digital Production, Theater Operations, Development and the Executive Office.
- Liaise with artist and artist management
- Attend programming meetings, develop notes and any follow up necessary
- Coordinate hospitality, ticket requests, travel and accommodation needs for artists and staff with the Company Manager
- Create a contact list for each project – having it filter into a database
- Supervise Interns and/or fellows, as needed
- Serve as Program Lead for artistic projects as assigned
- Develop agreements, offers and coordinate project budgets
- Develop run of show, production schedule, tech riders for live programs.
- Develop and provide the digital production team with required artistic elements which includes run of show, graphics needs, and timelines.
- Other tasks as assigned
- Due to the nature of some departmental work/events, nights or weekends are required.

APOLLO

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, ability, and/or competency required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

- Bachelor's degree is required.
- 4 years of related experience with performing arts programming.

Required Competencies

- Excellent oral and written communication
Knowledge of Microsoft Office Suite (Word, Excel, PowerPoint) Adobe, virtual meeting software (Zoom, Teams, Meets) and other utility software
- Ability to maintain positive, cooperative, professional and collaborative interactions with internal and external teams.
- Excellent presentation, project and time management skills
- Ability to be proactive in anticipating and solving problems
- Ability to innovate and create new processes or systems that create efficiencies
- Exceptional planning, organization and follow-up skills with extreme attention to detail
- Ability to prioritize and manage multiple projects
- Strong judgment and discretion in dealing with highly confidential information
- Interest in African American culture
- Ability to work independently on assignments

COVID-19 VACCINATION

Full COVID-19 vaccination required as a condition of employment; however, reasonable accommodations will be considered for medical- and religious-based reasons.

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 cover letters, resumes to **Human.Resources@apollotheater.org**. Please include **Program Manager, Performing Arts** in the email subject.