

APOLLO

JOB TITLE: Administrative Assistant, Programming
DEPARTMENT NAME: Programming
LOCATION: New York, NY
REPORTS TO: Associate Director, Program Management
FLSA STATUS: Full-Time, Non-Exempt

Primary Purpose

The Programming Department Administrative Assistant works, primarily with the Associate Director, Program Management in the development, implementation and management of the Apollo Theater's professional performing arts and entertainment contracts, agreements and financial record keeping.

Essential Duties and Responsibilities include the following:

- Supports the Associate Director, Program Management and the Programming team by:
 - Maintaining departmental files, project files, financial files, and contract files;
 - Assisting in the development, supervision, and tracking of all departmental contracts and agreements from drafting phase to creation and execution;
 - Managing digital and hard copy record keeping;
 - Assisting in the oversight of all contract compliance points;
 - Assisting in the oversight and tracking of all the financial records of the department, including department budgets, check request forms, AMEX, BTA's and close out budgets;
 - Assist in the oversight and tracking of all accounts payable entries and updates on the budget tracking form (as it relates to all contract payments):
 1. Processing check requests and wire transfers;
 2. Posting check requests on the tracking sheet
 3. Assist in compiling staff reimbursements, petty cash reconciliations and Amex reports;
 4. Reviewing and confirming financial reports received from the finance department.
 - Assisting the company manager in tracking and compiling Company Management expense information including Amex, check requests, etc.
 - And, other programming administrative duties as directed

QUALIFICATIONS

- Bachelor's degree is required, preferably in office administration, business management, finance, or marketing.
- 2 years of related experience.
- Ability to maintain positive, cooperative, professional and collaborative interactions with all levels of the Company
- Excellent presentation, project and time management skills
- Excellent oral and written communication
- Knowledge of Microsoft Office, Outlook, and Adobe is required

- Exceptional organization and follow-up skills with extreme attention to detail
- Ability to wear multiple hats
- Strong judgment and discretion in dealing with highly confidential information

VACCINATION REQUIRED

Vaccination is required, however, the company will consider accommodations for medical and religious-based reasons.

***To apply, send cover letters, resumes to Human.Resources@apollotheater.org
Please include the job title in the email subject.***

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.