



## JOB DESCRIPTION

Job Title: Program Assistant, Performing Arts  
Department: Programming  
Reports To: Executive Producer and 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 Assistant is the main general administrative support for the Executive Producer (ED) and the Senior Director of Programming (SDP) of the Apollo Theater Foundation. The Program Assistant will provide high level administrative support and project assistance to these programming offices.

### ESSENTIAL JOB FUNCTIONS

**Provide administrative support to the Executive Producer & Senior Director of Programming by:**

- Schedule and coordinate internal and external meetings for the EP and SDP. Maintain and monitor their calendars.
- Maintain and update the EP and SDP contact database(s).
- Provide support on the coordination and drafting of reports for board and specialty meetings which includes the preparation of materials and development of digital presentations.
- Draft, compile information, proofread and edit certain correspondences, materials, etc.
- Assist with arranging travel, which includes flights, hotels and transportation for EP and SDP.
- Track EP and SDP expenses and reconcile AMEX Corporate Card bills; create purchase orders; pay invoices; process check requests.
- Traffic phone calls and inquiries to appropriate department member and provide phone coverage, when necessary. Candidate must have a pleasant and professional phone demeanor, be able to handle high call volume, and be able to take accurate/detailed phone messages.
- Assist with photocopying and running business related errands.
- Work on special projects as needed.
- Other duties as requested or assigned

**Provide support to the Programming Department Team by:**

- Coordinating and scheduling departmental meetings
- Managing and ordering supplies
- Other tasks as assigned
- Due to nature of some departmental work/events, work some nights or weekends as required

**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.

# APOLLO

## Education/Experience:

- Bachelor's degree is required, preferably in office administration, business management, finance, or marketing.
- 2 years of related experience.

## 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 Assistant, Performing Arts** in the email subject.