



**APOLLO THEATER FOUNDATION, INC.**

**JOB TITLE:** Assistant, Apollo Theater Academy (ATA Assistant)  
**DEPARTMENT NAME:** Education  
**LOCATION:** New York, NY  
**REPORTS TO:** Senior Director of Education  
**STATUS:** Full-Time, Non-exempt

**Primary Responsibility**

The Apollo Theater is a performing arts center with the addition of the Victoria Theater (two “Black Box” theaters of 99 and 199 seats) which will open in January 2023. There are additional real-estate expansion plans which will add rehearsal spaces and a large “Flex Education” space. The ATA Assistant supports the overall initiatives of the ATA team by organizing and maintaining systems to support daily administrative functions of ATA programs and events. The Assistant works closely with the Associate Director of the Apollo Theater Academy to provide direct support to the ATA team which includes seasonal program coordinators and instructional staff. The Assistant is often the first line of communication for customer inquiries regarding ATA programs. The Assistant performs other duties as assigned in order to support the successful delivery of overall ATA programs and services. 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 ATA Equipment inventory, both onsite and in off-site storage unit.

**Essential Job Functions**

1. Attends to ATA e-mail messages and voice messages, email and website inquiries.
2. Organizes ATA staff meetings, agendas and notes.
3. Collects and updates program highlights, statistics, and customer databases.
4. Orders general and programmatic materials, equipment, supplies, and hospitality.
5. Maintains detailed calendars and schedules of program activities.
6. Supports recruitment workflow of competitive selection programs.
7. Oversees registration for public-facing ATA projects and events; organizes and maintains collateral materials and databases, and tracks department statistics.
8. Maintains lists of program participants, updating as needed.
9. Coordinates monthly reporting of statistical and financial information from ATA program areas.
10. Completes documentation of events and highlights reports.

**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 organization

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- Excellent organizational and time management skills; Flexibility and reliability to meet deadlines with a strong ability to prioritize and follow-up
- Excellent math skills
- 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
  - Google Suite, including the Drive, Docs, Sheets, Forms, Jamboard and Classroom

## **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.

## **VACCINATION REQUIRED**

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

**Salary:** 45,000 – 50,000

***To apply, send a cover letter and resume to [Human.Resources@apollotheater.org](mailto:Human.Resources@apollotheater.org) Please place the word(s) "Assistant, Apollo Theater Academy" in the subject header of your e-mail.***

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.