

APOLLO

APOLLO THEATER FOUNDATION, INC.

JOB TITLE:	Director of Maintenance
DEPARTMENT NAME:	Maintenance
LOCATION:	New York, NY
REPORTS TO:	Senior Director of Theater Operations

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 Director of Maintenance position is responsible for overseeing the functionality, building code compliance and occupational safety of the Apollo Theater and administrative offices. Assist and consult in the hiring of vendors and contractors in improving the efficiency of the plant, mechanical and electrical systems. Assist in all aspects of building development including but not limited to Capital Construction, Funding and Operations. Assist in coordination of all event and office activity set ups & oversee the housekeeping and porter teams.

Essential Job Functions

1. Project and oversee operating budget of approximately \$1Million+
2. Maintains and/or administers contracts for all building mechanical and electrical systems including HVAC, elevator, plumbing, electrical, fire alarm and sprinkler systems.
3. Conducts and/or schedules monthly, quarterly, and annual inspections of fire emergency systems including fire alarm panels, standpipe, fire pump, sprinkler, water tank, etc.
4. Ensure compliance with NY State building code regulations & maintains and/or oversees related records and logs.
5. Assists in maintaining and executing building emergency and fire evacuation plan in conjunction with Security staff in accordance with NYC Fire Department standards and requirements. Responsible for oversight of the maintenance of all fire safety instruments in the theater.
6. Facilitates all building repairs, solicitation of all bids for work repairs, and awards/recommends bids as appropriate.
7. Develops and enforces policies and procedures for maintaining operational and occupational safety standards.
8. Negotiate annual service contracts with vendors including elevator, pest control, fire alarm, water and standpipe tanks, electricity and water utilities, and maintenance supplies.
9. Liaises with Executive/Senior staff, Construction Manager and Project Manager for all restoration projects. Oversees daytime Maintenance/Housekeeping and provides input on construction activity; coordinates sub-contractors activities for all ongoing maintenance activity.

10. Assist for the renewal of all property and general liability insurance.
11. Assist in the coordination of all events load-in/load-out with Operations Team.

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, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

5 years' experience in building management
5 years staff management experience
Effective organizational skills and the ability to multitask.
The ability to read, comprehend and interpret construction drawings

VACCINATION REQUIRED

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

Salary Range: \$80, 000 - \$95,000

***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.