



## APOLLO THEATER FOUNDATION, INC.

**JOB TITLE:** Assistant Manager, Security (Full Time)  
**DEPARTMENT NAME:** Security  
**LOCATION:** New York, NY  
**REPORTS TO:** Associate Director of Security & Senior Director of Theater Operations

**Organization:** The Apollo Theater is the largest culturally specific theater in New York City, and its mission statement is: The Apollo Theater 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. The Apollo is dedicated to upholding principles of diversity, equity, and inclusion.

**Positions Summary:** Reporting to the Associate Director of Security & Senior Director of Theater Operations, the Security Administrator for the Apollo Theater you will be responsible for the Security and Safety of the venue, its personnel and visitors. You will know all venue policies and procedures, and implement protocols associated with the venue and its operations, respond to and implement emergency response activities as appropriate, while providing superior customer service.

### Essential Duties and Responsibilities:

- Develop and implement security policies, procedures, and protocols to ensure the safety and security of our organization, employees and patrons
- Lead and manage a team of security personnel, including training, performance evaluations, and disciplinary actions as necessary
- Coordinate with local law enforcement and other security agencies as needed for internal programs and high-level engagements and activities
- Monitor and assess security risks and vulnerabilities, and develop plans to mitigate or eliminate these risks
- Investigate security incidents and breaches, and take appropriate corrective actions
- Manage the deployment of security technologies, such as surveillance systems and access control systems
- Communicate effectively with employees, management, and stakeholders to ensure the security of our organization
- Work closely with Human Resources & Operations to conduct background checks and security clearance processes for new hires

### Qualifications:

- A bachelor's degree in security management, criminal justice, or a related field is preferred
- A minimum of 5 years of experience in a security management role is required
- Strong leadership and management skills, with the ability to motivate and guide a team
- Excellent problem-solving skills and the ability to think strategically
- Strong communication skills, both written and verbal
- Proficiency with security technologies and systems management
- Ability to work independently and handle multiple tasks simultaneously
- Current security certification, such as a Certified Protection Professional (CPP) or Certified Security Manager (CSM) - licensed in the state of New York, is a plus

### License and Certifications:

- Must be a licensed security guard in New York State and remain so throughout tenure of employment
- Must possess a Fire Guard certification (F-94, F-03)
- Must successfully complete a criminal and NSODB background investigation

### COVID-19 Vaccination

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

**To apply, send cover letters, resumes to [Human.Resources@apollotheater.org](mailto: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.

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Commission

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Bi weekly

Put in Tracker! – ALL Depts.

Make copy of tracker, add tab.