



## **APOLLO THEATER FOUNDATION, INC.**

**JOB TITLE:** Community Relations Manager  
**DEPARTMENT NAME:** Marketing and Communications  
**LOCATION:** New York, NY  
**REPORTS TO:** Chief of Marketing and Communications  
**STATUS:** Full-time , Exempt

### **Primary Responsibility**

The Apollo seeks a dynamic and creative professional who is deeply committed to building community through the arts to serve as our Community Relations Manager. Reporting to the CMCO, the Community Relations Manager will conceptualize and implement an overall strategic community relations plan in alignment with The Apollo's mission, vision, and values.

Qualified candidates will bring rich and innovative ideas The Apollo and its expanding campus can engage with both its hyper local surrounding neighborhood in Harlem and the larger community. They will possess broad experience in developing strategic, community-based engagement programs. They will also be able to meet communities and build relationships where they are and listen with a high degree of empathy, openness, and sincerity to their needs as expressed on their own terms.

### **Essential Job Functions**

- Provide oversight for all community relations activities through leadership, strategic vision, planning, and execution.
- Identify community needs and define and track qualitative and quantitative success metrics and report progress; analyze and provide reports on attendance trends, demographics, and feedback.
- Collaborate with Programming, Development, Marketing & Communications and Education departments to conceptualize, plan, develop, and execute community relations initiatives to deepen The Apollo's connection to Harlem and its communities through access to the arts and education.
- Works closely with the CMCO and staff to plan and implement special promotions and coordinate participation in community events.
- Work across the organization to identify and promote opportunities that highlight the social impact of The Apollo's programs.
- Work closely with the Development department to maintain and enhance relationships with the community board, local elected officials, and funding agencies.
- Help guide the design and language to reach targeted markets.
- Develop and maintain relationships with Harlem community partner organizations, artists, and community leaders through networking and outreach.
- Identify opportunities for enhanced Harlem community engagement and partnerships that deepen the community's connections with The Apollo and vice versa.
- Foster a productive and healthy dynamic with stakeholders, including staff and community partners.
- Represent The Apollo at community and local neighborhood events.
- Maintain a portfolio of current and prospective neighborhood and partner organizations, keeping contacts, history, and agreements up-to-date and organized.
- Manage and maintain a program budget.

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## **Qualifications:**

- 3+ years of experience in community-based arts programs
- Exceptional communication, public speaking, and interpersonal skills.
- Mission-minded with a sincere interest and passion for entertainment and the performing arts.
- Experience leading community engagement programs.
- Strong ability to set, track, and measure outcomes in a results-driven environment.
- Proven ability to serve Harlem and the New York five boroughs and its diverse communities.
- Strong community ties; relationships in Harlem a plus.
- Experience working with Black and Brown communities.
- Keeps informed of and engages in best practices for organizing diverse, equitable, and inclusive programs.
- Calm, resilient and agile and willing to work in a fast-paced and changing environment.
- Detail oriented and organized with the strong ability to successfully multitask as necessary.
- Ability to work efficiently both independently and as part of a collaborative team.
- Availability in the evenings and weekends as required.
- Experience living and/or working in Harlem is preferred.

*This position will primarily be in the office but may operate on a hybrid schedule that could allow for 1-2 days remote per week unless required to attend events or convenings that fall under the specifications of the job responsibilities.*

***Annual salary: \$70,000***

## **VACCINATION REQUIRED**

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

***To apply, send a cover letter and resume to [Human.Resources@apollotheater.org](mailto:Human.Resources@apollotheater.org) Please place the word(s) "Community Relations Manager" 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.

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