

APOLLO

APOLLO THEATER FOUNDATION, INC.

Job Title: School Programs Coordinator
Department: Education
Reports To: Associate Director of School Programs & School Programs Manager
Location: New York, NY (Hybrid)
FLSA Status: Full Time/Non-Exempt

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.

Apollo Education: Apollo's Education Department engages audiences of all ages through a variety of programs and events. These include workshops and residencies, tours, seminars, and synchronous and asynchronous virtual learning for K-12 audiences; career and youth development through the Apollo Theater Academy; and events dedicated to deepening the understanding of the arts and cultural contributions of peoples of the African diaspora.

School Programs: Apollo's school programs provide a variety of engagement activities for young audiences in performance, artmaking, and interpretation. 15,000 New York City K -12 students and teachers are served each year through workshops, residencies, tours, performances, and online resources. Apollo school programs take place during the school day and during after-school hours and are focused on teaching and learning through the integration of the performing arts, media, and the humanities. As the Apollo is a world renown stage, our school programs frequently link to The Apollo's larger initiatives including performances, festivals, and the New Works series. With the addition of two new black box theaters in 2024, Apollo school programs are poised for an exciting period of growth and expansion.

Position Summary: The coordinator oversees the daily operations that ensure alignment of Apollo's School Programs with the overall goals and objectives of The Apollo. The coordinator is the primary contact for all School Programs inquiries, scheduling, and financial transactions. School Programming activities take place in schools, at The Apollo, and through distance learning: arts exposure workshops, workshop series and long-term residencies; professional learning activities for educators; performances; tours; and special projects designed to engage school communities.

Essential Role and Responsibilities: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Essential Job Functions:

- Coordinates and implements all systems for general administration of school programming.
- Maintains efficient communication systems and procedures to effectively manage school group visits to The Apollo.
- Conduct school tours of the Historic Theater, when necessary
- Assists with registration and/or check-in for Apollo Education public events and activities as needed.
- Collects, maintains, and organizes demographic, statistical, programmatic documentation and financial data for quarterly reports.
- Provides support for Teaching Artists on-site at schools and at The Apollo.
- Support School Programs Manager and Associate Director in programming initiatives.

In collaboration with Apollo Inter and Intradepartmental Staff:

- Cultivate customer databases.
- Implements current protocols and procedures as they relate to scheduling, registration, invoicing, accounts payable/receivable, and record keeping.
- Assists with the development and implementation of existing and new education programs to advance the strategic direction of the organization.
- Disseminates marketing materials and collaborates on outreach strategies, including website updates, e-blasts and social media posts and curation.

Qualifications: The requirements listed below are representative of the knowledge, skill, and ability, and/or competency required.

- Bachelor's Degree plus 2-4 years' experience in arts education & administration, arts/cultural organization, or other organizational setting.
- Exemplary written and communication skills.
- Dependable and detail orientated when performing administrative tasks.
- Ability to interact with a wide range of personalities and maintain a diplomatic posture.
- Experience working within a team to coordinate complex projects and multiple projects simultaneously.
- Excellent time management, organizational, and critical thinking skills.
- Initiative-taking and able to stay focused.
- Experience working with NYC schools and NYC Department of Education.
- Understanding of managing financial transactions and purchase orders with school districts.

Knowledge of and experience using the following software and platforms is desirable:

- Microsoft Office 365, virtual conferencing, and other web-based interactive and design platforms
- Asana project management tool
- Event management databases: Momentus (formerly Ungerboeck), Tessitura, and Eventbrite
- Adobe Premiere experience, a plus.

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 schools that fall under the specifications of the job responsibilities.

Annual Salary: \$50,000

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

The Apollo provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression.

**To apply, send cover letter, 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 related duties, as assigned by their supervisor.