

# APOLLO

## JOB DESCRIPTION

<b>Job Title:</b>	<b><i>Director of Events</i></b>
<b>Department:</b>	General Management
<b>Reports To:</b>	General Manager
<b>FLSA Status:</b>	Exempt

**Organization:** Founded in 1991, The Apollo Theater Foundation, Inc. is dedicated to the preservation and development of the legendary Apollo Theater through the Apollo Experience of world-class live performances and education programs that:

- Honor the influence and advance the contributions of African-American artists; and
- Advance emerging creative voices across cultural and artistic media.

Our vision is to expand the reach of the Apollo Experience to a worldwide audience.

**Position Summary:** Responsible for line producing and supervising all Apollo produced events. The Director of Events is involved throughout all phases of production from inception to execution, including, but not limited to coordination, supervision and control of all front of house and back of house activities, budgets, and labor estimates.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Supervise and be held accountable for all aspects of event management
- Provide guidance to clients and Apollo Programming and Education Departments as required
- Meet with potential rental clients to provide information and develop cost estimates. This position will support designated rental clients throughout their stay at the Apollo.
- Conduct Bi-weekly Events Management meetings to inform staff of upcoming shows
- Ensure all logistical information is gathered and compiled into event management software
- Conduct pre-show meetings to update and advise FOH Team, Public Relations & Box office
- Work with all Theater Operations department heads to create and implement event budgets and staffing plans
- Provide event budgeting support to the organization's event productions
- Work with GM to provide coverage at every event
- Work with Facility Sales Manager to guide facility rental efforts for the theater.
- Help balance and meet needs of presentations and rentals regarding use of the building as well as contractual/operational policies and procedures
- Manage the creation and execution of departmental expense budgets; create programming budgets and production schedules
- Develop close-out procedure to produce show close reports on timely basis
- Provide backup and support for the GM.
- Assist in coordinating the activities of the Building Operations, Production and Patron Services

*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.*

departments with internal and external clients.

- Develop and analyze the budget processes for all shows and projects. A single season may include 75+ budgets for both productions and projects in development.
- Provide oversight and manage the institutional calendar

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

- Bachelor's Degree in Theater or equivalent professional experience
- Seven or more years' experience in technical theater and stage management.
- Experience with labor estimates preferred.
- Excellent oral and written communication skills
- Strong organizational skills
- An ability to multitask
- Proficiency with Microsoft Office
- Constant dedication to personal & departmental improvement
- Commitment to getting things done
- A can-do attitude
- Out of the box thinker
- Ability to find "yes" and not settle for "No"
- Experience with union stagehands a plus

**Supervisory Responsibilities:** Directly supervises employees in the following positions and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems.

- Building Services Manager

**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.

- While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

**To apply, please send cover letter, resume, and references to**  
[human.resources@apollotheater.org](mailto:human.resources@apollotheater.org)

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