

# APOLLO

## JOB DESCRIPTION

**Job Title:** *Public Relations Assistant*  
**Department:** Public Relations  
**Reports To:** Senior Director of P.R. & Communications  
**FLSA Status:** PT, Non-Exempt

**Organization:** 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.

**Position Summary:** Part time support for the Senior Director of PR and PR Manager in the Press and Communications Office of the World Famous Apollo Theater

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

- Research and compile media lists.
- Research artists and programs.
- Answer phones, respond to inquiries from the media and public, and keep track of promotional materials.
- Assist with writing press releases, creating social media blasts, and organizing PR materials.
- Provide administrative support for PR events on site and off site. Some nights and weekends necessary.

**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.

### **Education/Experience:**

- Previous office experience in the last 6 months is ideal.
- H.S. Diploma or GED

### **Required Competencies**

- Able to clearly communicate ideas to coworkers and the public.
- Able to manage multiple projects at once with detail, efficiency, and accuracy.
- Broad digital literacy and experience with social platforms and communication tools.
- Able to work as part of a large team.
- Able to work in a fast-paced environment and keep themselves and the team on schedule.
- Prior event experience a plus.
- Culturally and globally-minded with a strong interest in culture, news and current affairs  
Flexibility of working hours with occasional weekend, early morning or evening work.

**To apply, please send cover letter, resume and references to [human.resources@apollotheater.org](mailto:human.resources@apollotheater.org), with "PR Assistant" in the subject line.**