



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

**JOB TITLE:** Maintenance Manager  
**DEPARTMENT NAME:** Maintenance  
**LOCATION:** New York, NY  
**REPORTS TO:** Director of Building Operations

### **PRIMARY RESPONSIBILITY**

Position is responsible for assisting the Director of Building Operations in the overall maintenance and occupational safety of the Apollo Theater. Individual is responsible for overseeing vendors and contractors. This is a hands on position that requires skill and diligence.

### **ESSENTIAL JOB FUNCTIONS**

- Manage a cleaning & maintenance staff consisting of approximately 5 persons.
- Oversees all service contract representatives and vendors including but not limited to HVAC, elevator, pest control, electrical and water utilities, seat repairs and maintenance supplies.
- Facilitates and/or performs building repairs and aid in spearheading office build-outs and office relocations as needed.
- Enforce policies and procedures for maintaining operational and occupational safety standards.
- Carry out day to day inspection schedule of the facility and repairing all discovered problems.
- Keep department and storage areas organized, including tools and supplies.
- Individual should be able to read and interpret construction drawings.
- Individual will be responsible for delivery requests and event set-ups.
- General maintenance duties in the absence of a full team
- Other duties as assigned.

### **REQUIREMENTS**

- 5 years staff management experience
- Must have experience with Plumbing, Electrical, Carpentry & HVAC. All certifications a plus.
- Effective organizational skills and the ability to multitask.
- The ability to read, comprehend and interpret construction drawings
- Ability to speak Spanish a plus.
- Individual must be a self-starter who is not afraid to get their hands dirty and maintains a calm demeanor at all times.
- Willingness to work holidays, nights as weekends as theater schedules require

### **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. The employee is frequently required to walk. The employee is frequently required to stand; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must regularly lift and /or move up to 100 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus.

If you are interested in this position, please e-mail your cover letter, resume, and references:

[humanresources@apollotheater.org](mailto:humanresources@apollotheater.org)

Include job title in subject line.