



APOLLO THEATER FOUNDATION, INC.

JOB TITLE: Administrative Assistant, Contracts and Finance
DEPARTMENT NAME: Programming
LOCATION: New York, NY
REPORTS TO: Associate Director, Program Management

Primary Responsibility

The Administrative Assistant, Contracts and Finance works with the Associate Director, Program Management in the development, implementation and management of the Apollo Theater's professional performing arts and entertainment contracts and financial record keeping.

Essential Job Functions

Administrative-Contracts and Finance

- Supports the Associate Director, Program Management particularly in the development and management of program and artist contracts and the maintenance of departmental digital files, financial files, contract files, and project files;
- Assist in the supervision and tracking of all departmental contracts from drafting phase to creation and execution;
- Manage contract digital and hard copy record keeping;
- Assist in the oversight of all contract compliance points;
- Assist in the oversight and tracking of all the financial records of the department, including department budgets, check request forms, BTA's and close out budgets;
- Assist in the oversight and tracking of all accounts payable entries and updates on the budget tracking form (as it relates to all contract payments):
 1. Processing check requests and wire transfers;
 2. Posting check requests on the tracking sheet
 3. Assist in compiling staff reimbursements, petty cash reconciliations and Amex reports;
 4. Reviewing and confirming financial reports received from the finance department.
- Other duties as assigned (may include oversight and management of information entered into new project management program (Ungerboeck), assisting the company manager tracking and compiling expense information inclusive of Amex, check requests, etc.)

Skills and Qualifications

- Proficiency in MS Office Suite (Word, Excel, PowerPoint).
- Minimum 4 year degree in Theater Management, Finance or comparable work experience
- Previous theatrical administrative experience required
- Prior experience with various theatrical unions such as AEA SAG-AFTRA, USA is a plus but not required.
- The ideal candidate will be energetic and inquisitive, great with people and should demonstrate outstanding attention to detail

- Logistically and creatively minded
- Ability to prioritize, multi-task, calmly and effectively execute under tight deadlines, manage multiple projects, and work in a fast-paced, deadline-oriented environment
- Advanced written and verbal communication skills
- A flexible schedule allowing for irregular work hours, as needed.

**To apply, send cover letters, 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 any other related duties, as assigned by their supervisor.