



## JOB DESCRIPTION

Job Title: Manager, School Programs  
Department: Education  
Reports To: Associate Director, School Programs  
FLSA Status: Non-Exempt, Full Time

**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.

**Apollo Education:** The 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:** The Apollo's school programs provide a variety of engagement activities for young audiences in performance, art-making, and interpretation. Nearly 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 in teaching and learning through the integration of the performing arts, media and the humanities. Our recently launched distance learning program has expanded our audiences to include schools outside of the tri-state area and is expected to grow substantially over the next few years. As the Apollo is a world renown stage, our school programs frequently link to the Theater's larger initiatives including performances, festivals, and the *Apollo New Works* series. With the addition of two new black box theaters in 2022, Apollo school programs are poised for an exciting period of growth and expansion.

**Position Summary:** The Manager for School Programs is the primary project manager for activities and events taking place for students and teachers in schools and on site at the Apollo Theater. The Manager provides efficient planning and oversees all administrative and technical needs for school programs. This position will work remotely until our administrative office reopens, at which time in-person work will resume.

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

- Create, implement and manage detailed work plans and schedules based on each school program project.
- Oversight of programmatic schedules for virtual, onsite, and offsite program coordination.
- Monitor the progress of projects and initiatives, adjusting work plans as needed.
- Ensure clear lines of communication and accountability by facilitating project team meetings and monitoring timelines and goals set-forth for each project.

# APOLLO

- Work closely with inter and intra departmental staff to manage customer database, program scheduling, registration, and financial transactions.
- Manages communication with other Apollo supporting departments (Theater Operations, Production, Digital Production, Marketing/Communications).
- Work with the Associate Director for School Programs to establish and manage programmatic policies & protocols, evaluate methods, assess program needs, and identify potential solutions for task improvement.
- Ensure adherence to all school programming policies and protocols for Teaching Artists and school-based staff.
- Supervise and provide technical management and support for online and onsite school-based workshops for teachers and students.
- Oversees programmatic support materials for online, onsite and offsite programming.
- Responsible for monthly reporting of statistical and financial information.
- Completes documentation of events and highlights reports.
- Oversees event hospitality.

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

- Bachelor's degree plus 3 – 5 years of experience working in arts education, arts/cultural organization or other educational setting.
- Excellent organizing and management skills.
- Exceptional written and oral communication skills.
- Familiarity with managing databases, websites, social and digital media.
- Experience planning and managing complex projects.
- Experience working with/leading teams.
- Able to adapt to project management systems set- forth by department.
- Ability to interact with a wide range of personalities and maintain a diplomatic posture.
- Ability to manage multiple projects simultaneously.
- Exceptional time management and problem-solving skills.

Knowledge of and experience using the following software and platforms necessary:

- Microsoft Office 365
- Event management databases
- Virtual conferencing platforms: Zoom, Microsoft Teams, Google Meet
- Team and project management tools

**Supervisory Responsibilities:** The Manager directly supervises the school programs Coordinator and regularly interacts with teaching artists.

**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.

# APOLLO

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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.

To apply, send a cover letter and resume to [human.resources@apollotheater.org](mailto:human.resources@apollotheater.org). Please place the word(s) "**School Programs Manager**" in the subject header of your e-mail.