

# APOLLO

## JOB DESCRIPTION

<b>Job Title:</b>	Director of New Work Development
<b>Department:</b>	Programming
<b>Reports To:</b>	Executive Producer
<b>FLSA Status:</b>	Exempt

### **Position Summary:**

The Director of New Work Development will work to research, identify, secure, support and oversee the new works program for the Apollo. This includes the New Works Commissioning Initiative and the Master Artist Residency Program. This position is one that relies on the insight and direction of the Director as it pertains to innovative, curious and relevant performative work in the field. This Director will work to curate, develop and produce new works that are thought provoking, aligned with the mission and culture of the Apollo and that cultivate new and dynamic relationships between the artist, the field and The Apollo.

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

- Assist the Senior Director of Programming and program Management particularly in the development of new works.
- Research and identify new works artists that align with the Apollo's Mission and season.
- Build relationships with artists and institutions that fit as potential performers.
- Design a yearlong program plan that includes public facing program initiatives, Project Benchmarks and evaluations systems.
- Collaborate with the commissioned artist on new work development process by providing dramaturgical insight, assistance with project timelines and identifying co-commission or producing partners.
- Build Program Budgets and Project timeline for each project.
- Build and Manage Master Artist Residency Program.
- Work with Programming, Education, Marketing and Development to integrate New Works + Master Artist Residency into institutional programming.
- Ensure clear lines of communication and accountability by facilitating project meetings and monitoring timelines and goals set-forth for each project.
- Oversight of Programmatic Schedules, budgets for virtual, on-sight and off sight Development of New Works + Residency Activities.
- Responsible for Budget oversight.

**Desired Knowledge, Skills & Abilities:** 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, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

The ideal candidate must have a deep appreciation for the arts, in general, and for African-American culture and the culture of the African Diaspora (its history, power and potential), in particular, and should have the following experience and qualifications:

- Bachelor's degree in Theater Management, Music Management or a similar degree.
- 3 – 5 years of experience working in arts education, arts/cultural organization or other educational setting.
- Previous theatrical administrative experience required.
- The ideal candidate will be energetic and inquisitive, great with people and should demonstrate outstanding attention to detail.
- Personally, committed to the Apollo's mission & goals.
- Bold and innovative, with diverse, multi-disciplinary artistic interests.
- Self-motivated with the ability to work in a fast-paced environment.
- Able to prioritize workload and solve problems and address challenges quickly.
- Creative, with a high degree of poise and professionalism when interacting with internal and external contacts.
- Ethical, with outstanding human qualities; Must impart trust, integrity, sensitivity, tolerance and motivate others in a similar vein.
- A persuasive advocate on behalf of African American and African Diaspora cultures, who is able to connect with a broad spectrum of people in meaningful ways.
- Ability to prioritize, multi-task, calmly and effectively execute under tight deadlines, manage multiple projects, and work in a fast-paced, deadline-oriented environment.
- A flexible schedule allowing for irregular work hours, as needed.

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

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

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in a standard office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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 occasionally 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 frequently will lift and /or move up to 10 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. Some travel may be required in this role.

**Benefits:**

We value our employees' time and efforts. Our commitment to your success is enhanced by competitive salary and our extensive benefits package including paid time off, medical, dental and vision benefits, and future growth opportunities within the company. Plus, we work to maintain the best possible environment for our employees, where people can learn and grow with the company. We strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning, and culture.

**To apply, send cover letters, resumes to [Human.Resources@apollotheater.org](mailto: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.