

APOLLO

JOB DESCRIPTION

Job Title: *Marketing and Communications Assistant*
Department: Marketing and Communications
Reports To: Senior Director of Marketing & Communications
FLSA Status: Full-Time, Non-Exempt

Organization: The Apollo 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: The Marketing and Communications Assistant will support the Senior Director of Marketing and Communications.

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

- Assist on marketing and communications campaigns.
- Research and compile media lists.
- Research artists and programs.
- Assist in creation of marketing decks and reports.
- Answer phones, respond to inquiries from the media and public, and keep track of promotional materials.
- Assist with writing press releases and organizing PR materials.
- Provide administrative support for PR events on site and off site. Some nights and weekends necessary.
- Manage budget tracking for the department.

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:

- Proven experience as a Marketing or Communications Assistant or similar role required
- H.S. Diploma or GED
- Experience with Adobe InDesign and Photoshop
- Experience with Google Calendar as well as Microsoft Word, PowerPoint, and Excel

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.

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 cover letters, resumes to Human.Resources@apollotheater.org.