



**APOLLO THEATER FOUNDATION, INC.  
JOB DESCRIPTION**

**JOB TITLE:** Administrative Assistant  
**DEPARTMENT NAME:** Programming  
**FLSA CLASSIFICATION:** Non-Exempt  
**LOCATION:** New York, NY  
**REPORTS TO:** Executive Producer

**PRIMARY PURPOSE**

The Administrative Assistant is the main general administrative support for the Executive Producer (ED) and the Senior Director of Programming (SDP) of the Apollo Theater Foundation.

The Administrative Assistant will provide high level administrative support and project assistance to these programming offices.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Maintain and monitor the ED and SDP's calendar including scheduling, coordinating, and working with the Associate Director of Programming to prioritize select meetings.
- Prepare departmental expense reports.
- Coordinate and write reports for Board Committee
- Prepare materials for specialty meetings and board slides
- Work on special projects as needed.
- Assist with travel arrangements, which includes flights, hotels and transportation.
- Track Executive Producer expenses and reconcile AMEX Corporate Card bills; create purchase orders; pay invoices; process check requests.
- Traffic phone calls and inquiries to appropriate department member and provide phone coverage, when necessary. Candidate must have a pleasant and professional phone demeanor, be able to handle high call volume, and able to take accurate/detailed phone messages.
- Schedule and coordinate internal/external meetings for the EP and SDP
- Responsible for updating and maintaining the Executive Producer and SDP contact database(s).
- Assist with photocopying and running business related errands.
- Other duties as requested or assigned
- 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 oversight and tracking of all the financial records of the department, including department budgets, check request forms, BTA's and close out budgets;

## **REQUIRED SKILLS**

- Excellent written and oral communication skills.
- Strong planning/organization skills and the ability to prioritize/manage multiple projects; Strong problem-solving skills.
- Proactive and take the initiative
- Ability to work well with diverse internal and external teams.
- Proficient in Microsoft Office Suite, including MS Word, MS Excel, and PowerPoint;

## **QUALIFICATIONS**

- Bachelor's degree is required, preferably in office administration, business management, finance, or marketing.
- 2 years of related experience.
- Ability to maintain positive, cooperative, professional and collaborative interactions with all levels of the Company
- Excellent presentation, project and time management skills
- Ability to be proactive in anticipating and solving problems; ability to innovate and create new processes or systems that create efficiencies
- Excellent oral and written communication
- Knowledge of Microsoft Office, Outlook, and Adobe is required
- Exceptional organization and follow-up skills with extreme attention to detail
- Ability to wear multiple hats
- Strong judgment and discretion in dealing with highly confidential information

**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.