

# APOLLO

## APOLLO THEATER FOUNDATION, INC.

**JOB TITLE:** Security Administrator (Full Time)  
**DEPARTMENT NAME:** Security  
**LOCATION:** New York, NY  
**REPORTS TO:** Associate Director of Security & Senior Director of Theater Operations

**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 global culture.

**Positions Summary:** Reporting to the Associate Director of Security & Senior Director of Theater Operations, the Security Administrator for the Apollo Theater you will be responsible for the Security and Safety of the venue, its personnel and visitors. You will know all venue policies and procedures, and implement protocols associated with the venue and its operations, respond to and implement emergency response activities as appropriate, while providing superior customer service.

### Essential Duties and Responsibilities:

- Monitor the facility and safeguard the interior and exterior perimeter of the venue at all times.
- Ensure all deliveries and packages are tracked, signed for and reach the proper party, confirming authority and identification as necessary.
- Monitor arrivals and departures, entrances and exits of all individuals, confirming appointments and visitors prior to admitting visitors.
- Escort clients, guests, and utility personnel in and out of the theater as necessary.
- Maintain daily log book and radio inventory sign in/out, ensuring that all radio units and accessories are returned and in working order.
- Track payments and input in event software platform (i.e., Ungerboeck).
- Navigate and transmit information between client and Apollo teams and working groups.
- Consistently affirming information with the Operations team using event software platform (i.e., Ungerboeck) on daily activities.
- Perform other duties as assigned.

### Qualifications:

- Possess a high school diploma or equivalent, or 5 years of verifiable experience
- Possess effective written and oral communication and interpersonal skills with an ability to deal with all levels of personnel and the general public in a professional and effective manner
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Effective computer skills to operate innovative programs and platforms (i.e., Microsoft Office [Outlook, Word, Excel], G-Suite, Ungerboeck)
- Display exceptional customer service and communication skills
- Ability to handle crisis situations in a calm manor
- Able to work in various environments such as cold weather, rain/snow or heat; occasionally lift or carry up to 60 pounds; climb stairs, ramps, or ladders occasionally during shift; stand or walk on various surfaces for long periods of time
- Organized, attention to detail, able to work in fast paced environment
- Self-motivated with the ability to handle multiple projects and meet defined timelines
- Ability to consistently work on multiple projects
- Displays strong understanding of Venue maintenance and protocols
- Displays ability to manage multiple activities occurring in venue with significant number of employees in a public facing activity
- Must be able to work a flexible schedule (including nights, weekends and holidays)

### License and Certifications:

- Must be a licensed security guard in New York State and remain so throughout tenure of employment
- Must possess a Fire Guard certification (F-94, F-03)
- Must successfully complete a criminal and NSODB background investigation

**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.