



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

JOB TITLE:	Security Guard
DEPARTMENT NAME:	Security
LOCATION:	New York, NY
REPORTS TO:	Security Manager

Organization

Founded in 1991, The Apollo Theater Foundation, Inc. is dedicated to the preservation and development of the legendary Apollo Theater through the Apollo Experience of world-class live performances and education programs that:

- Honor the influence and advance the contributions of African-American artists; and
- Advance emerging creative voices across cultural and artistic media.

Our vision is to expand the reach of the Apollo Experience to a worldwide audience.

Essential Job Functions

- Monitoring the facility and safeguarding the interior and external perimeter of the facility at all times.
- Ensure all deliveries and packages are 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 non-personnel.
- 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.
- Perform other duties as assigned.

Qualifications

- A High School Diploma required. Some college preferred.
- Strong verbal and written communications skills
- An ability to effectively present information and respond to questions presented by managers, clients, customers, and the general public.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

- To perform this job successfully, an individual should have an intermediate level of knowledge of Outlook Email, Microsoft Word and Excel

License and Certification

- Applicant must be a licensed security guard in New York State and remain so throughout employment with ATF.
- Applicant must obtain Fire Guard certification (F-94) within the first year of employment.
- All applicants must be able to pass a Criminal and NSODB Background Checks

If you are interested in this position, please e-mail your resume and cover letter to:
securityjobs@apollotheater.org please include job title in subject line. No phone calls please.

Apollo Theater Foundation, Inc. EOE