

## **AS220 PRODUCTION MANAGER**

(PART TIME)

### **JOB DESCRIPTION**

AS220 is a non-profit community arts organization located in downtown Providence, Rhode Island. We provide an unjuried and uncensored forum for the arts: a space to access tools, technology and knowledge; a space to come together, collaborate, innovate, experiment and take risks. AS220 offers artists opportunities to live, work, exhibit and perform in our facilities, including: four rotating gallery spaces; a performance stage; a black box theater; a print shop; a darkroom and media arts lab; a fabrication and electronics lab; a dance studio; a youth program focusing on youth under state care and in the Rhode Island juvenile detention facility; 48 affordable live/work studios for artists; and a bar and restaurant.

---

The **AS220 Production Manager** is a part time job position which is first and foremost responsible for monitoring the sound and visual aspects of performances at AS220. The Production Manager reports to the Lead Production Manager and the Director of Live Arts. Responsibilities fall into the following areas:

#### **Physical Space**

Manage and set up the Performance Space (AS220 Main Stage, Psychic Readings, and sometimes Black Box Theater):

- Set up and maintain the performance space for events, which may include musical performances of any genre; non musical events such as fashion shows, spelling bees, bike swaps, lectures, community gatherings, and anything else that the artistic Providence community may need a space for.
- Set the stage lighting, operate the projector and the PA for events
- Be present and attentive during the performances
- Prepare the stage for the performance, set up chairs and tables for audience. Assist in load in / out when necessary.
- Keep accurate gate receipts and attendance records
- Perform maintenance tasks related to the Performance Space
- Prepare the Green Room for performers

#### **Technical & Sound Responsibilities**

Manage our sound system during performances:

- The sound system (Main Stage) is comprised of a digital soundboard, 4 powered mains, 2 subs and 3 powered monitors. PMs are responsible for setting up the stage every show, and clearing afterwards. If a band brings their own sound engineer, they must work \*with\* you.
- Assess the acoustics of the performance area and set up ie: testing and operating equipment accordingly. Choosing, placing, adjusting and operating technical

- amplification such as microphones and cables, bearing both sound and visual requirements in mind.
- Set up audio and visual needs for the performers and maintain appropriate sound levels and dynamics for each vocalist/instrument. (Can include instruments, computer input, lighting, visual projections, etc).
  - Ensure that health and safety requirements for the recording environment are met. This includes: maintaining an orderly sound booth- keep cables organized, protecting microphones, setting up and putting away microphone stands.
  - Communicate sound system issues to the Lead Production Manager

### **Hospitality**

Attend to (within our capabilities) the needs of performers:

- Communicate with the performers and make sure the performance runs smoothly.
- Welcome performers when they arrive and assist them throughout the evening, making sure they are aware of our policies, distribute door money at the end of the event, etc
- Make sure the performance is timely and operates smoothly
- Keep accurate records of the gate receipts, handling riders, collect space rental fees
- Properly articulate the AS220 Mission Statement and field questions from musicians, staff members, and the general public about our daily activities, our original music policy, the active boycott, the equal pay policy, and the open and unjuried forum for the arts.
- Work with AS220 Foo(d) and drink staff to help monitor the venue and ensure the safety of patrons and performers.

### **The ideal candidate will have:**

Extensive knowledge of musical equipment, lighting equipment and PA equipment

- An interest and knowledge of diverse types of music and performance art
- Previous experience working with performers, playing music and/or performing in theatrical productions
- Previous experience organizing and running an event
- Ability to work with diverse communities of people with ranging levels of expertise.
- Good communication skills
- Ability to mediate and de-escalate conflict
- Ability to multitask
- Experience with not-for-profit and / or arts related organizations.
- Must be motivated to be able to learn any additional technical skills necessary for the job
- Understanding of the theory and practical application of audio compression, EQ and effects.
- Ability to handle potentially dramatic shifts in need in the course of one event

- Demeanor to deal with the occasional high maintenance performer, and to know your own and AS220's technical capabilities and limitations in order to accurately communicate them to such people tactfully
- Timeliness and reliability
- Keep up to date with new and developing AV technologies and equipment.
- Practical wiring and soldering skills are a plus.

**Prospective candidates should spend some time on our website [as220.org](http://as220.org), before applying.**

To respond to this posting, **send a resume** to:

AS220 Attn: Jobs  
95 Mathewson St, Unit #204  
Providence, RI 02903  
OR **email** it to **[jobs@as220.org](mailto:jobs@as220.org)**