

AS220 Lead Theater Production Manager

Part-time - 20 hrs / week; some weekends and evenings depending on events and programming.

The AS220 **Lead Theater Production Manager** is first and foremost responsible for the theatre facilities and monitoring the lighting, sound and visual aspects of performances in the AS220 Black Box. The Lead Theatre Production Manager coordinates the staff pool of overhire Production Managers to ensure coverage for events. This position is guaranteed 20 hours a week, with the opportunity for users of the space to hire the Lead Theater Production Manager for additional hours. Events generally occur during evenings on weekdays, and daytime and evenings on the weekend. Daytime availability is necessary for venue maintenance and set up.

The Theater Production Manager reports to the Theater and Dance Manager.

Responsibilities include:

Physical Space:

- Set up and maintenance of the AS220 Black Box theater which may include, theatrical productions, musical performance, events such as artist talks, fashion shows, spelling bees, bike swaps, dramatic works, rentals and much more.
- Striking shows, resetting lighting grid, and general space maintenance following a performance.
- Setting up risers, chairs, and assisting with load in and event set up.
- Organizing and maintaining maintenance of the 95 Empire Street basement, green room and shop.
- Helping ensure that all crowd control and fire safety standards are upheld.

Technical / Sound, & Lighting (A/V):

The AS220 Black Box has EAW surround sound system with a VFS250 Subwoofer, digital projector with 8' X 12' screen, and theatrical lighting include an assortment of Par 4 and Source 4 lights in a ceiling grid operated off of an ETC Express 24/48.

- Managing light and sound systems during the performance.
- Working with performers to familiarize them with technical equipment. Programming lighting cues. Assisting in lighting hang and design.
- Small repairs and troubleshooting when technical issues occur.
- Going over technical riders and needs in advance to ensure that productions fall within the space and staffing capabilities of the venue.
- Familiarity of equipment to adequately meet the needs of performers. This includes: Use of lighting board and theatrical lighting, Direct Input boxes and the necessary adapters and cables for musical instruments of a wide variety. Setting up vocal and instrument amplification.
- Anticipating and solving technical problems that may arise during a performance.
- Assisting with set design for outside rentals of the space, consulting about venue requirements and limitations.

Hospitality and Communication:

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

- Communicating with the performers and making sure the performance runs smoothly. It is important to communicate effectively with performers that have various degrees of

knowledge of their own technical proficiencies and to be able to meet their needs.

- Discussing technical requirements and necessary stage management with event organizers.
- Welcoming performers upon arrival and assisting them throughout the evening, making sure they are aware of our policies, distributing door money at the end of the event, etc.
- Making sure the performance is timely and operates smoothly.
- Preparing the Green Room for performers.

Administrative Responsibilities:

- Keeping accurate records of the gate receipts, handling riders, collecting space rental fees.
- Managing pool of contractual overhire staff to ensure that all events are staffed and covered.
- Helping arrange necessary purchases or repairs of equipment.

The Ideal Candidate Will:

- Be knowledgeable about theatre lighting and equipment and be comfortable hanging and focusing a wide variety of shows.
- Understand audio / visual equipment and be comfortable operating an audio mixer.
- Be capable of lifting 50 lbs and performing physical labor.
- Light carpentry and repair a plus
- Basic understanding of electrical current a plus.
- Good communication skills
- Timeliness and reliability
- Practical wiring and soldering skills are a plus.

Compensation:

AS220 has an equal pay policy: all staff of the non-profit are paid \$19.00 per hour

Benefits: Part-time staff members are eligible for Paid Time Off (PTO).

To apply, please send: Resume and Cover Letter via PDF to jobs@as220.org. Please name your attachments as follows "First Name Last Name - Resume" and "First Name Last Name - Cover Letter" (i.e. Sam Washington - Resume & Sam Washington - Cover Letter). Prospective candidates should spend some time on our web site, AS220.org, before applying.