

AS220 Theater and Dance Manager

Full Time - 40 hours/week; some weekends and evenings depending on events and programming.

The **Theater and Dance Manager** is first and foremost responsible for booking and supporting production of theater work and dance programming at AS220. This Program Manger is the steward of AS220's Black Box Theater and Dance Studio, as well as sharing responsibility for the Psychic Readings Performance Space and Aborn Gallery venue with Live Arts and Galleries respectively. The Theater and Dance Manager coordinates volunteers and workshares (people who work in exchange for time in the theater or dance studio) in both the Black Box and Dance Studio and will cooperate closely with the Lead Theater Production Manager to coordinate staffing and production for all events.

The Theater and Dance Manager reports to the Live Arts Director. The Lead Theater Production Manager reports to the Theater and Dance Manager.

Responsibilities include:

Programming:

- Program the performances at AS220's Black Box Theater. A mandate of AS220's unjuried, uncensored mission is that any performing artist(s) based in RI will get a chance to perform here. The position is responsible for implementing this mandate and balancing the schedule with a wide diversity of content that reflects the organization's mission and values.
- Implements the overall programming strategy / residency structures in both the Theater and Dance programs.
- Manage relationships with other local theater/dance programs and + artistic community more widely.
- Foster the work of local emerging theater/dance artists in the Black Box and Dance Studio.
- Coordinate programming for both program-specific spike events (e.g. Providence Dance Festival), and participate in organization-wide festivals and major events.

Production:

- Supervise, schedule and meet with Theater Production Manager(s), volunteers and dance program workshares.
- Provide all necessary production information to key production staff per event.
- Provide on-site support for programs and events in 95 Empire performance venues as necessary.
- Periodically assist with the set-up and break down of productions to ensure that the facilities are ready for other artists to use.
- Supervising a team of Production managers and support and helping to ensure there is adequate technical support and coverage for performances.

Facilities, Administration and Communications:

- Oversee facilities located within 95 Empire St, including the Black Box Theater, Dance Studio, Aborn Gallery (with Galleries, Youth and Live Arts), Psychic Readings (with Live Arts and Youth) and 95 Empire basement.
- Maintain budgets and performance run reports for AS220 administration.
- Perform and/or oversee administrative tasks necessary to ensure smooth operation of the 95 Empire St. programs.
- Actively lead and collaborate with AS220's Communications Director to promote all events, classes and content presented at the Theater/Dance program.
- Strictly maintain calendars of programming and staffing, both internally and externally.
- Move chairs and tables for programming as needed with support from the Lead Production Manager.
- Gather and accurately report programmatic data for Theater and Dance programming. Support fundraising efforts in collaboration with the Development Office as necessary.

- Communicate and meet with dance teachers and handle payments and scheduling for that program.
- Make deposits for dance classes and rentals and Black Box productions; coordinate payouts to artists and teachers.

The Ideal Candidate will possess:

- Strong organizational skills.
- Clear, timely communication skills, both written and verbal.
- Strong attention to detail.
- Enthusiasm for supporting and nurturing a theater and dance community in Rhode Island.
- The desire and capability to organize and promote theater and dance programming year-round.
- Work experience that reflects a strong commitment to diversity, inclusion and equity.
- Ability to lift 50 pounds.
- Proficiency in Excel, Google Suite.
- A working knowledge of production sound and theatrical lighting equipment, including cues and live audio mixing is a plus.
- Strong decision-making and delegation skills.

Compensation:

Salary: This position is paid in accordance with AS220's equal pay rate of \$19 per hour (fixed base salary of \$39,520 per year for full-time staff).

Benefits: Includes healthcare, life insurance, paid holidays and PTO, optional group rates offered on dental and vision. AS220 covers 100% of health insurance premiums for employee, employee & spouse, or family, and reimburses a portion of the deductible. Estimated starting benefits package for families: \$22,031, total compensation package: \$65,608/yr. Estimated starting benefits package for individuals: \$13,631, total compensation package: \$55,708/yr.

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.