

AS220 LIVE/WORK PROGRAM MANAGER

HALF-TIME (20 HRS PER WEEK)

The deadline to apply is Sunday, September 26th, 2021.

AS220 is a non-profit community arts organization in downtown Providence, Rhode Island. We provide all Rhode Island artists affordable access to galleries, performance venues, educational opportunities, residential spaces, and work studios. Exhibitions and performances of original work are unjuried, uncensored and all ages. AS220 envisions a just world where all people can realize their full creative potential.

AS220's Live/Work program provides housing and work studio space in downtown Providence to artists in need of stable, affordable spaces to cultivate their creative practice. Our 3 buildings contain 47 residential studios (39 of which are government-designated affordable housing) and 7 work studios. Through this program, AS220 seeks to address the housing insecurity experienced by artists in the Providence area and to create space for artists to collaborate, learn from each other, and build community.

General Description

The Live/Work Program Manager will oversee the occupancy of AS220's 47 residential studios and 7 work studios. Core responsibilities include leasing new and renewing tenants, maintaining compliance with affordable housing program requirements, advertising vacancies, tracking rent payments, responding to residents' concerns, and fostering a sense of community through social events and volunteer opportunities. The Live/Work Program Manager will report to the Director of Operations and will work closely with the Property Maintenance team and the Finance team.

The ideal candidate will be passionate about the arts, skilled at fostering healthy interpersonal communication, savvy in navigating government bureaucracy and reporting requirements, and aligned with [AS220's values](#) as well as our [Racial Justice Initiative's](#) goal to "co-create an anti-racist and liberatory culture at AS220".

Duties and Responsibilities:

Tenant Occupancy and Affordable Housing

- Publicize vacancies with a focus on anti-racism: create vacancy postings, promote vacancies to communities impacted by housing insecurity, ensure that the application process is accessible.
- Fill vacancies: implement AS220's Tenant Selection Plans, convene interview panels, coordinate communication with applicants, and shepherd new tenants through the affordable housing process.
- Adapt and update AS220's Tenant Selection Plans with input from staff, residents, and Racial Justice Initiative working group members.
- Maintain a lease renewal calendar: notify residents when leases are nearing expiration; ensure that new leases are signed on time.
- Verify the affordable housing eligibility of all affordable housing applicants and complete annual recertifications of renewing tenants' eligibility.
- Report affordable housing tenant information to housing authorities and lenders
- Serve as point-of-contact for 3rd party annual audit of affordable housing paperwork and physical spaces. Complete any corrective actions mandated by auditors.
- Maintain AS220's Studio Vacancy Notification List and Studio Waiting List.
- Stay abreast of procedures and policies pertaining to affordable housing at AS220.

- Coordinate studio turnovers with Property Maintenance team.
- Maintain AS220's key log, distribute keys to new residents, and reclaim keys from departing residents.
- Assist Finance Department in rent and security deposit collection.
- Maintain complete and orderly records of current and past residents.

Community Building and Resident Support

- Collaborate with the [Racial Justice Initiative](#)'s Housing Working Group to ensure that housing vacancies at AS220 are accessible to low-income BIPOC artists.
- Stay abreast of developments in the local housing justice movement and explore partnerships with other organizations addressing the housing crisis.
- Organize 'meet and greet' resident gatherings (2-4 per year).
- Provide basic support to resident-led community-building events and initiatives.
- Serve as main contact for resident concerns and questions and connect residents to external resources and support.
- Inform residents of important AS220 news, Live/Work program updates, and volunteer opportunities.

Required skills & experience:

- Alignment with AS220's [mission, vision and values](#).
- Commitment to anti-racist learning and practices.
- Strong interpersonal communication skills: ability to set expectations and boundaries, guide residents through bureaucratic processes, navigate and resolve conflict, and encourage artistic collaboration and a spirit of community.
- Background in social work, affordable housing management, or other work serving people living on limited incomes.
- Proficiency in Google Workspace and Microsoft Office Suite – particularly comfort with spreadsheets and financial records.
- Experience managing and reporting program data with a high degree of accuracy.
- Ability to maintain confidentiality around residents' personal information.
- Self-motivated, highly organized and able to meet program deadlines.
- Spanish language skills, both written and spoken, are a plus.

To Apply:

The deadline to apply is Sunday, September 26th, 2021. Please submit a cover letter and resume to jobs@as220.org with "Live Work Program Manager" as the email subject. Prospective candidates should visit as220.org to familiarize themselves with AS220's work before applying.

PAY & BENEFITS

This is a half-time position set at 20 hours per week. The salary is approximately \$20,000. AS220 has an equal pay policy: all staff in our non-profit operations are paid the same rate, which is equivalent to \$19 per hour.

Benefits for part-time staff include:

- A generous paid time off policy
- Free online [Healthiest You](#) membership (teladoc platform)

- Benefits associated with AS220's programs (AS220 Industries membership, free live shows, etc.)