

AS220 PRODUCTION MANAGER

Job Description

Part Time: 1-2 evening shifts per week

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 in our spaces are unjuried, uncensored and all ages. AS220 envisions a just world where all people can realize their full creative potential.

AS220 Production Managers (PMs) are part time workers who are first and foremost responsible for monitoring the sound and visual aspects of performances held by AS220's Live Arts program. Production Managers report to the Lead Production Manager.

Specific Responsibilities:

Physical Space

Set up and manage performance spaces (Main Stage, Psychic Readings, Black Box Theater):

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

Technical & Sound Responsibilities

- Set up the stage for each show, manage our sound system during performances, and clear the stage at the end of the night
- Choose, place, and adjust microphones, cables and monitors prior to the show, 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
- Maintain an orderly sound booth, keep cables organized and protect microphones
- Notify the Lead Production Manager of problems that arise with sound systems

Hospitality

- Welcome performers when they arrive and assist them throughout the evening
- Make sure performers are aware of AS220's policies and that they have all the information they need for their performance to run smoothly
- Collect space rental fees and distribute the performer's portion of the door money at the end of the event
- Make sure the performance runs smoothly and on time

- Understand the [AS220 Mission Statement](#) and field questions from musicians, staff members, and the general public about our daily activities, our old original music policy + how that has changed, the equal pay policy, and AS220's stance as an unjuried and uncensored forum for the arts
- Collaborate with AS220 Food & Drink staff to ensure that all publicly accessible spaces at AS220's Empire St building are safe and secure for patrons, performers, and staff

The ideal candidate will have:

- Extensive knowledge of musical equipment, lighting equipment and PA equipment
- An interest and knowledge of a wide variety of music and performance art
- Previous experience working with performers, playing music and/or performing in theatrical productions
- Previous experience organizing and running events
- Ability to work with diverse communities of people with varying levels of performance experience
- Good communication skills
- Ability to mediate and de-escalate conflict
- Motivation to learn any additional technical skills necessary for the job
- Understanding of the theory and practical application of audio compression, EQ, and effects
- Up to date knowledge of modern AV technologies and equipment
- Ability to handle potentially dramatic shifts in need in the course of one event
- Demeanor to deal with the occasional high maintenance performer, and a knowledge of your own and AS220's technical capabilities and limitations in order to accurately communicate them to such people tactfully
- Timeliness and reliability
- Practical wiring and soldering skills are a plus

Compensation:

AS220 has an equal pay policy: all staff in our non-profit operations are paid the same rate, which is currently \$21 per hour. This position will work one to two shifts per week, usually falling between Thursday and Saturday

Benefits include:

- Online [Healthiest You](#) membership (teladoc platform)
- Supportive, racially just workplace culture
- Benefits associated with access to AS220's programs

To Apply:

Please send us a resume and a brief cover letter that describes why you feel you are a good fit for this role. Email your resume and cover letter to jobs@as220.org with "Production Manager" as the subject, or drop off hard copies at our office (95 Mathewson St, Suite 204, Providence) Monday-Friday between 10am and 6pm.

Applicants should visit as220.org and racialjustice.as220.org to familiarize themselves with AS220's work before applying.