

AS220 BOOKING MANAGER

Job Description

30-32 hours/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.

The **AS220 Booking Manager** is responsible for booking and communicating with curators/artists who wish to use our space. Additionally, this person works in partnership with AS220's communications department to promote events and will be in constant communication with the Lead Production manager to ensure that proper staffing is available for any and all events within our spaces.

Specific Responsibilities:

Booking

- Respond to daily/weekly inquiries about booking in our spaces (Main Stage, Psychic Readings, Black Box Theater)
- Determine what type of space, day and staffing structure would best support the curator's vision and needs, while keeping in mind AS220's capacity
- Utilize proper contracts to document agreements between curators and AS220
- Ensure that events are booked at times when there is staffing availability
- Gather event information so that it can be promoted by our Communications team

Supporting Community Curators

- Coordinate a regular meeting for AS220's community curators
- Design agendas and facilitate meetings in such a way that all parties feel heard, supported, and informed as to the business of AS220
- Recruit new curators with a special focus on Black, Indigenous, Latino/a/x, South East Asian, and Curators of Color
- Connect curators to new opportunities in and around the RI community
- Develop pathways for young people, with a focus of AS220 Youth alum, to curate their own events at AS220

Partnering with AS220 staff and initiatives

- Closely collaborate with the Lead Production Manager and take support/leadership from the Director of Programs
- Attend pertinent meetings such as AS220 staff meetings, the Racial Justice Initiative, and program planning meetings as needed
- Collaborate with other programs on org-wide events such as PVD Fest
- Work with other programs to develop pathways for artists to move between them

Technical & Sound Responsibilities

- Provide production/event management assistance a few nights per week in partnership with the Lead Production Manager and other Production Managers (PMs)

- Stay up to date with trainings relevant to production (e.g. crowd management)

The ideal candidate will have:

- Appreciation of AS220's [mission, vision and values](#)
- A commitment to anti-racist learning and ways of being
- Excellent communication skills, especially via email
- A prompt communication style and a desire to share information
- Experience managing virtual systems such as booking forms, surveys, ticket links, and social media
- Excellent record-keeping skills and attention to event and performance details
- Ability to prioritize tasks in a work atmosphere with competing deadlines
- Availability to work at least 2-3 evenings per week
- Passion for working with and sharing knowledge with emerging artists
- Commitment to making AS220's performance spaces accessible to a wide variety of communities

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. The salary is approximately \$35,000 for the 32-hour/week schedule.

Benefits include:

- Fully paid for health insurance and life insurance; voluntary vision & dental insurance
- Online [Healthiest You](#) membership (teladoc platform)
- A generous paid time off policy
- 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 "Booking Manager" as the subject, or drop off hard copies at our office (95 Mathewson St, Suite 204, Providence) Monday-Friday between 10am and 6pm.