



atac: downtown arts + music Job Posting
House Manager
Part-time (multiple freelance positions available)

Contact: Jannelle Codiani, Executive Director

Email: jannelle@atac160.org

Website: www.atac160.org

Social Media: @atac160

Application Form: [Here](#)

Mission: To provide a venue for visual and performing artists and nurture a community of artists, art supporters, and art appreciators in the MetroWest area of greater Boston.

About atac: We are a 501(c)(3) non-profit arts organization in downtown Framingham, MA. Founded in 2005, we host high-quality, professional musicians and performers as well as being home to a variety of programs, open mics, and classes. Our vision includes bringing together a diverse community of artists and art appreciators of all ages, cultures, and interests in a supportive and nurturing environment.

To learn more about atac, visit here: <https://www.atac160.org/about>

To learn more about the team you'd be joining visit here: [Staff](#), [Board](#)

Position Details: House Managers are a crucial part of our day-of-show crew. They are responsible for understanding and communicating the event requirements to the performers and the day-of-show crew to ensure smooth execution of the event. House Managers step in to assist all roles when necessary and verify the safety of the venue as certified Crowd Managers. They accommodate members and ticket holders to provide an excellent creative experience.

Reporting to the Executive Director, this freelance professional will help create the welcoming, professional, inclusive environment that atac strives for during each event.

5-6 hour shifts primarily take place on Thursdays, Fridays, and Saturdays, with the option for additional shifts throughout the week. Must have weekend and evening availability. This position requires operating lighting equipment and may involve lifting and pushing up to 20 pounds.

Primary Responsibilities:

- Work with Lighting Technician, Audio Engineer, Ushers, Refreshment Servers, and Box Office Assistant to create a professional, inclusive performance experience for artists and the audience
- Open the building and ensure the venue is ready for the show
- Execute Crowd Manager Checklist to ensure venue safety
- Welcome and direct volunteers and technical crew
- Welcome performers and review the evening schedule
- Assist audio engineers and lighting technician with set up (non-technical)
- Make announcements to the audience at beginning of the show and ensure a reasonable time for intermission.
- Receive box office sales report and provide performers with their contracted payment
- Close up building, ensuring all doors secured, lights off, garbage removed

You are a good fit for the position if many of the following are true about you:

- Two plus years of experience with live event production and customer service
- Demonstrated commitment to challenging ableism, classism, misogyny, racism, and other systems of oppression; willingness to continue to learn and grow in this work
- Clear, timely communication skills, both written and verbal; emotional maturity
- Enthusiasm for supporting and nurturing creative excellence
- Ability to lift 50 pounds.
- Detail-oriented with good organizational skills
- Ability to multitask and problem-solve; work under pressure
- Comfortable with both collaborative and independent work
- Must complete Crowd Manager certification and TIPS training upon hiring

*Must be 21+ to apply due to [Crowd Manager Certification requirements](#)

Compensation: \$20/hour

To Apply: Please complete the application form [here](#). Note the application asks for the following:

- A personal statement--In no more than 500 words, please share why you are interested in this position and how you believe you meet the qualifications. Responses of any word count of 500 or less will receive equal consideration.
- Upload a resume or list of relevant experiences
- Prospective candidates should spend some time on our website, atac160.org, before applying.

ātac is an equal opportunity employer and actively seeks candidates from diverse backgrounds including Black, Indigenous, People of Color, and the LGBTQ+ community. We actively work toward an anti-racist community that recognizes and aims to address the negative impacts of White supremacy.

Search Timeline (subject to change):

- June-July: Application Collection
- July 1: Begin interview process (2 stages: introductory phone conversation, meeting with executive director at the venue)
- August 1--Extend offers
- August 15--Freelance Lighting Technicians are scheduled for shifts starting September 11, 2021 (Selected Lighting Technicians may schedule a time to familiarize themselves with ātac's equipment ahead of scheduled shifts).

Please contact Jannelle Codianni (she/her), at jannelle@atac160.org, with any questions. No need for formality, please address your message to “Jannelle”.