



atac: downtown arts + music  
atac160.org @atac160

**Job Posting: House Manager**  
Part-time / Multiple freelance positions available

**Contact:**

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Production and Facilities Manager  
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**About atac:**

atac's Mission: To foster community and creativity through increased access to the arts.

We are a 501(c)(3) non-profit arts organization in downtown Framingham, MA. Home to community-centered creative programs, art development, and volunteer opportunities, atac facilitates new possibilities for our community to access the transformative power of creativity. We are a place to be.

To learn more, visit [atac160.org/about](http://atac160.org/about)  
To meet our team, visit [atac160.org/team](http://atac160.org/team)

**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 the smooth execution of the event. House Managers assist all roles when necessary and verify the venue's safety as certified Crowd Managers. They accommodate members and ticket holders to provide an excellent creative experience.

Reporting to the Production and Facilities Manager, this freelance professional will help create the welcoming, professional, inclusive environment 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 Assistant House Managers, Technicians, Refreshment Servers, and Box Office Assistant to create a professional, inclusive performance experience for artists and the audience.
- Open the venue and ensure the space is prepared for events.
- Execute Crowd Manager Checklist to ensure venue safety.
- Welcome and direct volunteers and house crew.
- Welcome performers and review the evening schedule.

- Assist audio engineers and lighting technician with set up (non-technical).
- Make informational and safety announcements to the audience.
- Receive box office sales reports and provide performers with their contracted payment.
- Close the building, ensuring all doors are secured, lights are off, and garbage is removed.

**You are a good fit for the position if you've got::**

- Two or more years of experience with live event production and customer service.
- A 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:** \$23/hour. Typical shifts are 5-6 hours.

**To Apply:**

- We suggest prospective candidates first spend some time on our website, [atac160.org](http://atac160.org)
- When ready, email [Emily@atac160.org](mailto:Emily@atac160.org) the following:
  - Subject line: "House Manager Application"
  - A cover letter explaining why you are interested in this position, and how you believe you meet the qualifications outlined above (500 words max; in-email or as an attached PDF).
  - A current resume, or list of relevant experiences.

**atac is an Equal Opportunity Employer**

We actively seek 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.