



atac: downtown arts + music
atac160.org @atac160

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

Contact:

Emily Listner (she/her)
Production and Facilities Manager
Email: Emily@atac160.org

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
To meet our team, visit atac160.org/team

Position Details:

Assistant House Managers are trained in various run-of-show positions, from serving refreshments to the box office, and are responsible for assisting the House Manager to ensure events run smoothly. By providing excellent customer service to performing artists and patrons, the assistant house managers help create the welcoming, professional, inclusive environment that atac strives for at every event.

5-6 hour shifts primarily take place Thursday through Sunday, with potential shifts available 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:

- Assist the House Manager in opening the building and ensure the venue is set up for events
- Open the box office, sell tickets, and check in guests
- Open the bar, serve refreshments and support volunteers
- Assist audio engineers and lighting technicians with setup (non-technical)
- Assist the House Manager in the venue closing procedure

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

- A willingness to learn
- A 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
- The ability to lift 50 pounds
- Good, detail-oriented organizational skills
- The ability to multitask and problem-solve; work under pressure
- Comfort with both collaborative and independent work

This position does not require previous experience. With time and success, atac offers opportunities to train for other positions such as:

- House Manager (Must be 21+ due to [Crowd Manager Certification requirements](#))
- Sound Technician

Compensation:

- Compensation is based on certifications
 - Level 1: \$18/hour
 - Level 2: TIPS certified to serve alcohol (must be 18 years or older): \$20/hour
 - atac pays for the cost of TIPS certification

To Apply:

- We suggest prospective candidates first spend some time on our website, atac160.org
- When ready, email Emily@atac160.org the following:
 - Subject line: "Assistant 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.