



Silver Spring Black Box Theatre Contractor Position

Descriptions

All positions at the Silver Spring Black Box Theatre are **1099 independent contractor roles**. These positions are designed to provide flexibility and can be scheduled around other professional or personal commitments. Contractors may select shifts based on their availability; there is **no minimum requirement** for the number of shifts worked per month, and there is **no guarantee** of being scheduled for a specific number of shifts.

Unless otherwise noted, positions are compensated at **\$25/hour**. Contractors are expected to maintain professionalism, adhere to theatre policies, and always represent the venue positively.

Rental Manager

The Rental Manager serves as the Theatre Consortium of Silver Spring's (TCSS) on-site representative during rentals.

Responsibilities include:

- Being present any time a rental is in the building, beginning at least **one (1) hour prior** to public arrival, and during all load-in and load-out activities (e.g., catering, furniture setup).
 - Serving as the primary point of contact for renters regarding venue policies, procedures, and operations.
 - Remaining on duty until the venue has been fully cleared at the conclusion of the rental.
 - Completing a **Rental Report** following each rental.
 - Assisting, as needed, with tasks such as raising/lowering soft goods, setting up or striking tables and chairs, and other duties as assigned.
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