

Hello and welcome to the PopUp! We're excited to have you on our team, and hope you're ready for some JMAC fun. Keep reading for all the introductory information about the PopUp and our friends!

Our "permanent pop-up" offers a place for local artists, organizations, and creatives to develop a variety of events ranging from art shows and open mics to yoga classes and lessons in drag. Thanks to our funders, use of the PopUp is fully subsidized, and events are offered free and open to the public. As a program of the [WORCESTER CULTURAL COALITION/](#), we are dedicated to cultural equity, community engagement, collaborative co-working, and creative entrepreneurship.

Need-to-know:

- THT CEO [REDACTED]
- WCC Treasurer [REDACTED]
- BrickBox Managing Director [REDACTED]
- BrickBox Manager [REDACTED]
- BrickBox Admin Assistant [REDACTED]
- PopUp Interim Managing Director Doménica Dillon

The JMAC consists of the PopUp and BrickBox. Both spaces share the Salon. We work closely together to ensure our events are scheduled appropriately, and our use of the spaces is considerate of all our presenters in a given day. The BrickBox is managed with the help of The Hanover Theatre, so BrickBox (and subsequently some JMAC-wide) events have staff helping from THT. Bar & concessions are managed through THT, as well. THT facilities staff clean the whole JMAC, however internal staff are responsible for light upkeep. When the PopUp needs a fresh coat of paint, PopUp staff does the painting!

Day-to-day:

- The JMAC is open or accessible 7 days a week. Here's our [holiday schedule!](#) This means at least one person from each space is able to be reached on any given working day, and they'll be on-site if the space needs it (or off-site if able to do so).
- Gallery/office hours are 12-4pm. Most things happen after 9am. Events are required to end by 10pm.
- Remote work can occasionally be an option, but on-site needs take priority.
- The PopUp staff use an alternating "weekend" schedule: 7-2-3-2 in a 2-week period. Each week, Wed-Fri both staff members will be working, and both staff members will get two days off between Sat-Tues. The two days off will alternate each week either Saturday-Sunday or Monday-Tuesday.
- This schedule can be adjusted to accommodate different personal needs.
- When needed and doable, days off can be switched. Please ask!

Wed	Thurs	Fri	Sat	Sun	Mon	Tues
AB	AB	AB	A On/B Off	A On/B Off	B On/A Off	B On/A Off
AB	AB	AB	B On/A Off	B On/A Off	A On/B Off	A On/B Off
AB	AB	AB	A On/B Off	A On/B Off	B On/A Off	B On/A Off
AB	AB	AB	B On/A Off	B On/A Off	A On/B Off	A On/B Off

Facility Specs:

- Per fire code, our total capacity is 103.
- Our walls are 14 feet high and equipped with an "art rail" system, best suited for work designed to hang by wire. Accommodations can be made for other rigging styles if you inform us ahead of time.
- Standard items for use include: chairs, tables, moveable art walls and pedestals, bar, and on-site kitchen space. A projector and screen are also available, however presenters are responsible for their own laptops, HDMI adaptors, etc.

The Little Details:

→ What to use *your* GCal for

- ◆ 1:1 Meetings
- ◆ Meetings where you're the host
- ◆ Marking your "shifts" as all-day events (they'll be visible to other JMAC accounts)
- ◆ Add PopUp and MD calendars to your "Other calendars" for viewing

→ What to use the PopUp GCal for

- ◆ PopUp events, exhibits, installations, etc. in full chunks (see ASM for individual info)
- ◆ Site visits
- ◆ Weekend on/off tracking
- ◆ Viewing of MD and Manager calendars

→ GCal Colors

- ◆ PopUp (General) - Eucalyptus
- ◆ PopUp Staff On/Off - Banana
- ◆ Holidays - Radicchio
- ◆ Managing Director - Peacock
- ◆ Manager - Tangerine

→ What should your email signature look like? Here's an example!



Doménica Dillon (she/her)
Associate Managing Director
domenica@jmacworchester.org

The Jean McDonough Arts Center is a program of the Worcester Cultural Coalition operated in partnership with The Hanover Theatre and Conservatory for the Performing Arts. Both are 501(c)(3) tax-exempt nonprofits.

→ Email font formatting

Sans Serif, size "normal"

→ Document font formatting

Calibri, size 12pt, narrow margins