



2023 Volunteer Handbook
319 Vaughan Street
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www.3sarts.org

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Welcome to 3S Artspace!

Introduction

Thank you for your interest in 3S Artspace! 3S is a 501(c)(3) nonprofit contemporary arts organization that combines the only midsize, flexible performance space of its kind in the area, a large contemporary art gallery, a lobby gallery, an artisan retail shop, and a restaurant partner all on site and serves as a vibrant, creative hub for gathering.

Each year, roughly 30,000 individuals experience 3S Artspace- whether through a ticketed concert or story-telling event, a visual art exhibition, or maybe even as a guest at their friend's wedding.

3S Artspace is grounded in an unwavering appreciation for the vital role that contemporary arts play in the health of a community, both locally and globally. We believe that art has the power to transform individual lives, bridge divergent perspectives, and establish meaningful connections between and across communities.

At 3S, we strive to bring great value to artists and audiences alike. Thanks to volunteers like you, we can continue to provide affordable ticketed events, free exhibitions, and fun memories for years to come.

With thanks,



Beth Falconer, Executive Director



Sarah Masci, Volunteer Coordinator

MISSION

Curiosity. Creativity. Community.

Through the unique lens of contemporary arts experiences, 3S Artspace invites divergent perspectives and encourages lively discourse centered around issues of today.

VISION

By creating a space for the intersection of art and contemporary issues, we can inspire each other to stay curious, foster empathy, and fuel creativity.

Community, Foundation, and Corporate Support

3S Artspace is grateful to the individuals, foundations, and business leaders who contribute resources that are so essential to our operations.

Thanks to the support of this incredible community, we are able to provide a space to share in

transformative experiences, engage in meaningful discussion, and serve artists and audiences in impactful ways.

Membership at 3S Artspace

A 3S membership is a great way to support the organization and take advantage of some great benefits. As a 3S member, you receive discounts on performance and event tickets, a discount in the shop at 3S, members only presales, and special member updates all year round. To learn more about membership, please contact Amy Warnock, Development Manager at awarnock@3sarts.org.

Donate to 3S Artspace

As a nonprofit contemporary arts organization, 3S relies on contributions from the community members like you to help us provide impactful contemporary arts programming. A donation to 3S supports artists exhibiting in the Gallery, musicians and performers engaging with audiences in the performance space, and the free events put on by 3S throughout the year like Form + Function and the YARTspace Art Sale and Fun Fest. Donations to 3S also help keep our Gallery free and open to the public all year long. To learn more or make a donation to 3S, please contact Amy Warnock, Development Manager, at awarnock@3sarts.org. Thank you!

Sponsorship Opportunities

3S is grounded in an unwavering appreciation for the vital role that contemporary arts play in the health of a community, both locally and globally. We believe that art has the power to transform individual lives, bridge divergent perspectives, and establish meaningful connections between and across communities.

Thanks to the support of our community and its business leaders we are able to provide a space to share in transformative experiences, engage in meaningful discussion, and serve artists and audiences in impactful ways.

3S is committed to creating meaningful relationships with our corporate partners. To learn more about the many Sponsorship opportunities available, please contact Amy Warnock, Development Manager, at awarnock@3sarts.org. Thank you!

Foundation Support

We'd like to acknowledge the following foundations and organizations for their valuable support of 3S Artspace.



3S Artspace is supported by the New England Foundation for the Arts through the New England Arts Resilience Fund, part of the United States Regional Arts Resilience Fund, an initiative of the U.S. Regional Arts Organizations and The Andrew W. Mellon Foundation, with major funding from the federal CARES Act and the American Rescue Plan from the National Endowment for the Arts.

3S Artspace is supported in part by a grant from the New Hampshire State Council on the Arts and the National Endowment for the Arts.

All Things Volunteer!

Thanks again for your interest in volunteering at 3S Artspace! Our 501(c)(3) nonprofit thrives on community engagement and support. Volunteers play a vital role in fostering our three core values: Curiosity, Creativity, and Community. Below you can find a brief description of each position 3S offers to its volunteers. When applying, please be sure to list any additional interests and qualifications you have so our Volunteer coordinator can help appoint you to a position that best suits your skills. Please note that we have other positions available depending on the events we put together as an organization. Please feel free to inquire about any additional opportunities for single events by emailing volunteer@3sarts.org.

3S has other volunteer opportunities not outlined in this packet. 3S will have a separate “Call for Volunteers” for events that require extra bodies in the building to be sure merchandise and artwork is safe and that general operations are running smoothly. Some examples of these events include our annual and semi-annual events such as Project Upcycle, YART Sale, and Form + Function. 3S uses these events to advocate and support local and up and coming artists. When we invite you to sign up for these special events, we will have descriptions for each. The descriptions will include hours required, responsibilities, and loads of information about the event. The house manager/volunteer coordinator can answer any questions you may have about the event prior to engagement with patrons and staff members.

Event-Based Positions

Set-up Crew

Availability: Day of Event

Location: Performance Space, Gallery

Responsibilities: Help set the room for the event that day. Each space in the building can serve many different purposes, the house manager will provide a layout (image or description) of how the room is expected to look.

Check-In

Availability: Before and During Show

Location: Lobby

Responsibilities: Assist the house manager in checking guests into the event. You will be trained during orientation how to wrist band efficiently. In addition, you'll be taught to scan tickets digitally and physically using Eventbrite.

Ticket Sales

Availability: Before and During Show

Location: Lobby

Responsibilities: Sell tickets to guests. This is only necessary during a show that is not yet sold out. You will be trained during orientation how to sell tickets using our ticket scanning app, Eventbrite.

Coat Check

Availability: Before, During, and After Show

Location: Lobby, Occasionally the Performance Space

Responsibilities: Ensure the safety of attendees' belongings. We will have a running coat check in the lobby. You will be trained in detail how to appropriately handle and maintain an orderly coat check.

Merchandise Sales

Availability: Before, During, and After Show

Location: Lobby or Performance Space

Responsibilities: Assist the artist or tour manager with selling and taking inventory of merchandise. You will be trained during orientation as well as night of show by the artist or tour manager on how they would like it set up and sold.

Gallery Positions

Gallery Attendants

Availability: Differs. Typically First Friday of the month for Art Round Town

Location: Art Gallery

Responsibilities: Ensure the safety and respect of the artwork. You will be educated on the current exhibits and be able to share that knowledge with visitors.

Retail Shop Support

Availability: Flexible

Location: Retail Shop, Lobby.

Responsibilities: Ensure the safety and respect of the products in the Shop at 3S. You will be trained during orientation how to sell products in the app, Square. You will also be taught how to wrap fragile purchases for customers.

Outreach and Marketing Support

Street Team

Availability: Flexible

Location: Portsmouth and surrounding towns

Responsibilities: Distribute flyers, newsletters, postcards, and other promotional materials to local businesses, restaurants, tourism hubs, galleries, etc. You will be trained during orientation on how we keep this volunteer opportunity organized.

How to Apply

Volunteer applications are accepted on a rolling basis. Our volunteer coordinator will get back to all inquiries within one week or sooner to set next steps.

1. Go to 3SArts.org
2. Go to "Support 3S" tab
3. Click "Volunteer with 3S!"
4. Read through our Volunteer Handbook to find more information about volunteer positions
5. Click "Apply Here to Volunteer"
6. Fill out an application and submit!

If you are not internet savvy, you may email the Volunteer Coordinator at volunteer@3sarts.org or call the box office at 603.766.3330.

Volunteer Training and Orientation

3S is committed to ensuring that you are comfortable and confident in your role at 3S. We hold quarterly volunteer orientations for those new to the organization. During this orientation, the house manager/volunteer coordinator will review the different roles and responsibilities of the volunteer positions and field questions. Orientations are a great way to meet other volunteers, the 3S team, and learn more about 3S Artspace.

During orientation, volunteers will be given a tour of the spaces at 3S. At this time, we will walk through all of the different volunteer positions and give volunteers the opportunity to ask questions that may arise. You will also be given a folder with in depth position descriptions of each volunteer opportunity. These are step-by-step "how-to's" in case you ever find yourself in a jam with a guest or trying to solve a problem.

Please note that before any event, the house manager will provide you with a schedule of events in addition to any other information that may be important for you to know. Sometimes you may need to answer questions from guests. The more information 3S can provide you upfront, the more prepared you will be to be customer-facing. The house manager/volunteer coordinator will always be on-site to assist with any questions/concerns.

Scheduling

Timecounts

Timecounts is the application that 3S uses to track volunteer hours, send volunteers information about upcoming events, and where volunteers sign up for a volunteer shift. This also allows volunteers to directly communicate with the volunteer coordinator if you have any additional questions. Before and after your shift, you will be given a timecard to track your hours for your records as well as 3S'.

Sign up for a Shift

1. Once you have been accepted into our volunteer program, the house manager/volunteer coordinator will send you an email detailing how to sign up for a shift.
2. There will be a list of available positions for a list of given dates.
3. From there, click which event(s) you are most interested in, and the volunteer coordinator will get back to you as soon as possible with approval of the shift you have selected. Note that sometimes 3S may run into shows where too many volunteers signed up, in which case, see wait list info.
4. Once the volunteer coordinator approves your shift, you will be confirmed on the TimeCounts schedule and you will receive an email with all the information needed for your role that shift.

Note: If you have any questions on how to use Timecounts, please refer to the help chat in the bottom right corner of the TimeCounts website. Or email Sarah Masci, volunteer coordinator at volunteer@3sarts.org.

Cancel a Volunteer Shift

3S relies on volunteers and needs your help to be sure we are operating professionally. If you commit yourself to donate your time to 3S, we expect you to be here. However, we understand that things come up out of your control. In that case, please email the volunteer coordinator at volunteer@3sarts.org. On the Timecounts website, there is also a place where you can cancel a shift that you have previously signed up for. If it is a last-minute cancellation, please call the box office at 603.766.3330 x9053. Please note: if you opt out of more than 3 shifts before a standard 2 weeks notice, you may no longer be eligible to sign up for shifts with 3S artspace.

1. First, try to phone a friend, who is an existing volunteer, and see if they would like to cover the shift you have signed up for. If you can find someone, please let the House Manager know immediately.
2. If you cannot find someone to cover your shift, log in to Timecounts
3. Click the shift you previously signed up for
4. In the right corner, there is a green button that says "Cancel Shift"
5. After clicking that, the House Manager will be sent an alert noting that you have canceled your shift to volunteer.

Wait List

3S programs a wide variety of music and entertainment, so, there may be events with a higher demand and other volunteers may want the volunteer shift you already signed up for. For this reason, we have a waitlist. You will receive an email as soon as possible saying that you were put on the waitlist and where you are in line for this position. This ranking solely depends on what order you applied for the shift. For

example, if you were placed fourth on the waitlist ranking, this means three other people before you already applied for the shift and did not get accepted either. 3S will keep you on the list in case any of the existing volunteers call out last minute.

Volunteer Appreciation

3S is grateful to have you as a volunteer for upcoming events! We love to celebrate the time you generously donated to us. To collect volunteer rewards, you must volunteer a minimum of 4 hours per quarter. These 4 hours can be accrued through one event, or across multiple events. For every 4 hours volunteered, you will receive 2 complimentary tickets to a future event. These complimentary tickets must be used within 3 months of earning the reward. We will keep track of your hours internally to ensure that you receive your tickets. Please let the Volunteer Coordinator know what show you would like to attend, and 3S will be sure to put you and your +1 on a guest list.

Another way 3S likes to give back to our volunteers is by gifting you with a 3S Supporter Membership! This has a value of \$75/year. Meaning you will get to see the event, before we officially post it and you can “purchase” tickets before the public on sale date and a 10% discount on your purchases in our artisan retail shop.

In addition, 3S would like to thank you for your time, by throwing an annual volunteer appreciation party! For active volunteers, you will have the opportunity to mingle with other volunteers, staff of 3S, and board members. We do something different each year, so stay tuned!

Volunteer Code of Conduct

Disciplinary Policy

In the event of unsatisfactory volunteer behavior, failure to perform duties, or not in a manner consistent with the guidelines outlined in this handbook, disciplinary action may be taken. Failure to abide by the 3S code of conduct will result in disciplinary action, including no longer being eligible to volunteer for 3S Artspace. This may also result in suspension of the volunteer rewards mentioned previously.

Drugs and Alcohol Policy

It is 3S Artspace's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, volunteers are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on 3S Artspace premises no volunteer may use, possess, distribute, or sell illegal drugs or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of his or her job effectively and in a safe manner that does not endanger other individuals in the workplace.

During special events (i.e. opening nights) sponsored by this organization where alcohol is served, exceptions to the above policy will be made only insofar as a small number of alcoholic beverages may be consumed. At all times the volunteer must retain full control of his or her faculties. Intoxication at special events is always prohibited.

Harassment

It is the policy of 3S Artspace to require all of its volunteers to treat employees and volunteers as well as any other person they come in contact with as a representative of 3S Artspace with respect and dignity. In furtherance of this policy, it is the policy of 3S Artspace that harassment, including but not limited to sexual harassment, and offensive behavior of employees is prohibited. Any volunteer found to have acted in violation of this policy will be subject to appropriate disciplinary action, which may include immediate termination.

This policy and the procedures for reporting complaints apply to all types of perceived harassment or discrimination and should be utilized for any complaints of that nature.

Volunteers should understand that this policy applies to each and every member, volunteer and employee of 3S Artspace, including Board Members and management, all full time, part-time and temporary employees and any independent contractors.

Any employee or volunteer who discriminates against or harasses another employee or other person with whom they are in contact as a representative of the company because of the other employee's or person's age, marital status, sex, religion, disability, national origin, race, or for any other reason or who fails to treat such persons with respect and dignity will be subject to disciplinary action which may include termination. 3S Artspace will have zero tolerance for such behavior.

Discrimination Policies

3S has a zero-tolerance policy for discrimination. 3S strives to maintain an environment free from discrimination and harassment, where employees and volunteers treat each other and guests with respect, dignity, and courtesy. 3S has a zero-tolerance policy concerning threats, intimidation, and violence of any kind in the workplace either committed by or directed to our employees and volunteers. Volunteers who engage in such conduct will be asked to leave. Volunteers are not permitted to bring weapons of any kind on to company premises or to company functions.

Reporting and Investigating

Any knowledge about or claims of a violation of this policy must be reported to the Director of Operations, unless the employee or volunteer is for any reason not comfortable reporting such claims or violations to him/her. In such instances, or if after making such a report the employee or volunteer does not feel the Director of Operations has resolved the situation in a prompt and/or appropriate manner, the employee or volunteer then needs to report such claims or violations in writing to the Executive Director. If for any reason an employee or volunteer is not comfortable making a report to him/her, the employee or volunteer can, instead, make such a report in writing to the Board Chair. All allegations of harassment or offensive behavior will be investigated promptly, fairly, and completely.

Dress Code

Personal Appearance - Staff members and volunteers are expected to exercise good judgment in personal appearance and attire, particularly when they are representing 3S Artspace to patrons, trustees, donors, industry peers, and others who visit 3S Artspace and its offices. No open-toed shoes.

Personal Demeanor - As an individual representing this organization, all employees and volunteers are expected to display appropriate professional behavior at all times.

Cell Phone Usage

Please keep cell phone usage to a minimum. In today's world, it is impossible to not use one, but we ask that when in the performance space, lobby, or gallery, you avoid looking at your phone. If there is an emergency and you must use your phone, please step away from your station and send the message/ make the call away from patrons.

Procedures and Facility Guidelines

Health and Safety

3S is committed to providing its volunteers and staff with proper safety training.

Our staff is following guidance issued by CDC, state, and local authorities, as well as considering other safety measures to inform our requirements.

We're committed to making your visit a safe and enjoyable experience. Please take a moment to read our guidelines for keeping you and our staff safe. Our staff will inform you of any changes to our policies upon your arrival to 3S.

- Masks are encouraged, but not required, during your visit to 3S Artspace, particularly if you are unvaccinated. We will provide a mask free of charge to guests who request one.
- Practice frequent hand washing/hygiene. Sinks are available in the restrooms and hand sanitizer stations are available throughout 3S.
- Thank you for being mindful of the personal space of guests and staff.
- Please stay home if you are sick, experiencing symptoms of COVID-19, or if you or someone you've been in contact with tests positive for COVID-19.

COVID-19 Warning

There is risk of exposure to COVID-19 in public spaces and there is no guarantee that those attending an event will not be exposed to COVID-19.

Attendee Promise & Health Acknowledgement

All attendees agree to follow 3S Artspace policies and posted instructions during their visit. All attendees should evaluate their risk in determining whether to visit 3S. By entering the building, attendees voluntarily assume all risks related to exposure to COVID-19 and confirm they will adhere to both local and CDC quarantine requirements.

Emergency Procedures

- I. Background and Executive Summary

- II. Emergency Management Plan
 - A. Direction and Control
 - B. Communication Plan
 - 1. Contingency Planning
 - 2. Employee training and aids (phone numbers, site maps)
 - 3. Audience Communication
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 - C. Safety and Emergency Protocol
 - 1. Identification and Notification of Emergencies
 - 2. Emergencies During Performances
 - 3. Initiating an Evacuation
 - 4. Fire on Stage
 - 5. Medical emergency in the house
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 - D. Testing and Drills
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 - E. Recovery and Restoration (TBD)
 - F. Resuming Operations (TBD)
- III. Property Protection
 - A. Protection Systems
 - B. Asset inventory and offsite records
- IV. Support Documents

I. Background and Executive Summary

3S is an 18,000 square foot, multi level facility, which houses a performance space, art gallery, restaurant, offices, and in the future will include artists' studios. Approximately 3-4 times per week, the facility will have up to 400 people in it, during concerts and or other performing arts shows. 3S Artspace is located on 319 Vaughan St off of Maplewood Avenue.

The purpose of this plan is to provide ongoing safety and security to all employees, volunteers, artists, visitors, and patrons of the Center. 3S' emergency management plan reflects industry best practices.

II. Emergency Management Plan (EMP)

A. Direction and Control

The Executive Director has overall responsibility for the EMP and for preparedness. Under the Executive Director's oversight, the Director of Operations is the senior staff person responsible for maintaining and executing the EMP and for implementing procedures to assure that all who need to know, including building management personnel, employees, volunteers, contractors, and partner organizations frequently in the building as well as visiting groups and temporary residents, are aware of the procedures and have provided all information necessary for adequate preparedness, response, and safety.

B. Communication Plan

The Communication Plan consists of initial training, including the national crowd manager certification program, ongoing training, initial building documentation, and audience communication plan.

1. **Initial Training** – The initial training is required for all employees, volunteers, contractors, and other essential personnel. It consists of reviewing this plan, and passing the recommended national crowd management training. Each participant will receive support documents as appropriate (see section IV.)
2. **Ongoing Training** – This includes refresher training for those already trained, and initial training for any new people.
3. **Internal Building Documentation** – Maps describing evacuation routes, location of stairs, and highlighted posters for fire alarms and extinguishers will be placed in visible locations.
4. **Family or Personal Updated records** – All employees and other personnel will be responsible for keeping emergency contacts and their personal information updated in electronic and paper records, to include emergency call lists.

C. Safety and Emergency Protocol

1. Identification and Notification of Emergencies -- Anyone on the premises is authorized to call 911 if he or she becomes aware of an emergency. This includes staff, performers, and contractors working for resident and non-resident groups using the premises. All such groups are to be notified of this policy.

Senior staff of 3S Artspace should be notified at once of any emergency, in the following order, until one is reached.

Beth Falconer, Executive Director: 978 - 518-6386
Martin Holbrook, Director of Operations: 857-540-9149
Senior Staff of other groups in the building should also be notified.

Barrio

[people, phone numbers]

All other groups using the facility are required to provide names and contact numbers for their key staff, for use in the event of emergencies. A hard copy of all this “key contact” information must be kept in a location(s) easy to access and all staff should be informed of the location of the information. This information will be listed on the emergency call lists and call trees [See sections ____ and ____.]

2. Emergencies During Performances

- **House Manager.** It is the [House Manager's] responsibility to notify audience members, cast, and crew of any emergency situation and to take charge of an evacuation.
- **Weather.** During potentially dangerous weather, the House Manager and the Director of Operations will monitor the weather situation for severe weather announcements. They will decide whether an event(s) should be canceled and the space closed.
- **Smoke, Fire, Other Emergencies.** Anyone who notices a dangerous situation such as smoke or fire should notify the House Manager immediately. The House Manager (or Stage Manager if the House Manager is unavailable) initiates the emergency procedures by calling 911 and following the instructions of whoever answers the call.

3. Initiating an Evacuation

- The **Executive Director** of 3S Artspace is authorized to call for an evacuation. In his/her absence, the following, in the order listed below, have this authority. In the face of a clear imminent danger (such as smoke or fire), or instructions from responsible authorities such as overseers of the building complex, police or fire officials, others may initiate an evacuation in their absence. In all cases, correct evacuation procedures are to be followed.

3S' Director of Operations

- **Everyone evacuates.** When the fire alarm sounds or evacuation notice is announced, ALL people are to evacuate the building. There are no exceptions to this rule.
- **Evacuation routes.** All people in the building must follow the evacuation maps designating which exits to use.
- **Stopping the performance.** If Evacuation is necessary, the House Manager halts the performance.
- **Notifying backstage personnel.** The House Manager does so and also contacts all other on site staff members.
- **Notifying the audience.** The House Manager has the house lights brought to full and the House Manager steps on stage to announce the emergency and the evacuation procedure. The Fire Alarm recording will also alert the crowd to the alarm. The House Manager can also use the public address system located in the Fire Control Room.
- **Clearing the stage.** Those on stage stop their performance when they see the house lights come

up and the House Manager appears on stage or hear the public address system announcement. The performers must calmly leave the stage from the nearest exit. Panic should be avoided at all costs. The manner in which personnel and actors conduct themselves will affect how the public reacts.

- **Clearing the Performance Space.** All other employees (excluding volunteers) assist the House Manager in evacuating the audience by holding doors, helping elderly or physically challenged patrons, and maintaining a sense of calm professionalism
- **Accounting for personnel.** After evacuating the building, all personnel should assemble as soon as possible in the parking lot across from the main entrance of Barrio or, if this location is not accessible, at the corner of Maplewood and Raynes Ave. The House Manager or Box Office Manager will take or designate someone to take a headcount and list the names of those present. The names and last known location of anyone missing should be written down and given to the emergency personnel on site. This task should be done quickly. Confusion in the assembly area can lead to unnecessary and dangerous search accounting for non-employees, such as suppliers and contractors (not including the public).
- **Search and rescue not permitted.** Search and rescue should be conducted only by properly trained and equipped professionals. Death or serious injury can occur when untrained employees reenter a damaged or contaminated facility.
- **Returning to the building.** No one may return to the building until told that they may do so by a competent authority. The Executive Director of 3S Artspace is authorized to inform staff that they may leave and not wait for the building to re-open. In his/her absence, the following have this authority, in the order listed.

Martin Holbrook – Director of Operations
Sarah Masci - House Manager

- **Restarting the performance.** If the emergency situation is rectified within a reasonable amount of time, the performance may continue. The House Manager restarts the performance, following procedures for the beginning of a show or post-intermission. The House Manager steps onto the stage and announces when and how the show will begin.

5. Medical emergency in the house.

If a patron suffers an apparent heart attack, has a seizure, or undergoes any similar medical emergency, the House Manager quickly goes to that patron and assesses the situation. If the patron desires and is able to leave the auditorium, the House Manager and ushers assist him or her out and then initiate emergency procedures by calling 911 and following their instructions. If the patron is unable or unwilling to leave the performance, the House Manager stops the performance and initiates the emergency procedures.

- When the house lights come up, the House Manager makes a very brief announcement that there will be a slight delay in the performance. Based on the situation, the House Manager determines whether the audience is asked to remain, in the space / in their seats or not.

- Again, panic should be avoided. The performers should remain calm and focused in order to be ready to recommence on short notice.

6. Traveler's Advisory (TBD)

- Severe winter conditions may make driving difficult or dangerous.
- Drill procedures for facility shutdown and early release of employees.
- Store food, water, blankets, battery-powered radios with extra batteries and other emergency supplies for employees who become stranded at the facility.
- Provide a backup power source for critical operations.
- Arrange for snow and ice removal from parking lots, walkways, loading docks, etc.

D. Testing and Drills (TBD)

- 1. Testing Equipment**
- 2. Testing Evacuation Procedures**

E. Recovery and Restoration (TBD)

F. Resuming Operations (TBD)

III. Property Protection

A. Protection Systems

3S is protected with required systems and will conduct tests in conjunction with local fire and emergency organizations, and will upgrade and test protection systems according to the Plan.

1. Fire Alarm System – The fire alarm boxes are located:

First Floor:

2nd Floor:

2. Sprinkler System – The current sprinkler system is on all floors, and meets all required codes

3. Fire Extinguishers – Fire extinguishers are located:

First Floor:

2nd Floor

B. Asset inventory in offsite records

IV. Support Documents

Information materials will be made available and referenced and displayed so all employees, volunteers,

patrons, and visitors of 3S will easily be able to respond appropriately in an emergency. These documents will be updated every [X] months, and records of updates will be kept. Duplicate copies will be stored offsite at all times. The following Support Documents are available:

Emergency call lists— Each employee and board member is provided with a wallet size card listing home and cell phone numbers for staff members, a contact number for 3S Artspace. This card is to be kept in individual's wallet, pocket, briefcase, etc.

Emergency Call Trees – A call tree for alerting all impacted parties of an emergency during non-working hours is available to all and kept off site, preferably in both online and paper form. It is updated every quarter [?]. Anyone can activate the call tree by calling the first person on the list.

Site maps identifying all emergency exits – These maps are placed ? Emergency exits will also be explained prior to performances for audiences.

Building maps indicating the following are available – These maps are used to respond to utility emergencies. They are located In the Main Office and offsite with the EMP Coordinator.

- Utility shutoffs
- Water hydrants
- Water main valves
- Water lines
- Gas main valves
- Gas lines
- Electrical cutoffs
- Electrical substations
- Storm drains
- Sewer lines
- Floor plans
- Alarm and annunciator
- Fire extinguishers
- Fire suppression systems
- Exits
- Stairways
- Designated escape routes
- Restricted areas
- Hazardous materials (including cleaning supplies and chemicals)
- High-value items

5. [TBD] Resource lists – The following lists will be stored off-site, and updated periodically (?) in order to maintain relevance.

Names, addresses and contact information for board members, patrons, donors, artists and employees of the Center.

Names, addresses and contact information for suppliers and performing residents and/or partners

Lists of all Center-owned equipment, including all stage equipment (lighting, sound, cameras etc.) and pictures of all equipment, which should be updated as new equipment is purchased.

Lists of all resident artists' equipment, which they should provide at time of leasing,

Lists of all currently shown artwork, including pictures

6. Records of Tests

Stored in 2nd floor office of Director of Operations

3S Important Contact Info

Martin Holbrook- Director of Operations - 857.540.9149, mholbrook@3sarts.org

Sarah Masci - House Manager/Volunteer Coordinator - 603.205.6041, smasci@3sarts.org

Danny Dockham- Production Manager - 603.865.1869, ddockham@3sarts.org

Beth Falconer - Executive Director - 978.518.6386, bfalconer@3sarts.org

Portsmouth Fire Department - 603.427.1515

Portsmouth Police Department - 603.427.1500

Patrons with Disabilities

3S Artspace makes every effort to make our performances accessible for patrons with disabilities. Our goal is for everyone to feel safe and comfortable for whatever performance they are attending.

- Wheelchair seating is available at the back right side of the stage. Close to emergency exits and great view of the stage.
- In case of emergency, wheelchair patrons are to be removed from the house by the house right fire doors to the landing outside outback of the building. This has been designated by the Portsmouth Fire Dept. as our “area of refuge”, and the FD will check there for people in need of being taken to safety.

Amenities

- Restrooms - Restrooms are located to the left of the lobby when exiting the performance space. Restrooms are handicap accessible and family-friendly. Restrooms should be regularly checked to make sure toilets are flushed, soap, toilet paper, & paper towels are stocked and trash cans are not overflowing.
- Coat Check - 3S does not have a standard coat check. We have two racks set up in our lobby space during the cold season. Our coat check is the honor system. You must let patrons know we do not watch their coats with a close eye. We do not hold valuables for guests. 3S is not responsible for any lost or stolen items.
- ATM - While there is not an ATM in the building, the nearest one can be found across the street at Kennebunk Savings Bank.
- Drinking Fountain - Located in the lobby across from the box office next to gallery doors.
- Ear Plugs - Some performances are loud, over 100 dB. Ear plugs are free of charge for volunteers and are located in the box office and in the sound booth for both staff and guests. Guests are charged \$2 for a set of earplugs.
- Parking - 3S rents a private parking lot for staff, musicians, artists, and volunteers. Parking is extremely limited in the downtown area, especially during summer months. Please plan accordingly to ensure that you are not late. Volunteers will be given a parking pass for the day they are scheduled.
Parking options for guests include street parking, private lot parking, and at the Foundry or Hanover Garage.

Videography and Photography

Our policy on filming, recording, and photographing differs from show to show. This is case by case but at the artist's discretion.

Glossary of Terms Used

- Backstage - the area in a theater out of view of the audience, especially in the wings or dressing rooms.
- Box Office - a place at a theater or other arts establishment where tickets are bought or reserved.
- Cans - Lights that are used to light the room when all other lights are off (they are shaped like cans)
- Curtain - The apron set behind the stage to separate stage from back stage.
- Encore - Another song after set is finished playing
- FoH- Front of House
- Gallery - a room or building for the display or sale of works of art.
- Green Room - a room in a theater or studio in which performers can relax when they are not performing. 3S green room offers a fridge, private restroom , direct access to stage
- Guest List - A digital list where complimentary are held for will call at check in.
- House - also known as the auditorium, a place where the audience sits to watch a performance.
- House Lights - the lights the illuminate the house.
- House Manager - Manager who is in charge of everything that happens FoH (includes, staff, check in, call times, etc)
- Light Board - A lighting control console. An electronic device used in theatrical lighting design.
- Lobby - the room/entrance giving space between the gallery and performance space.
- Mixer - A means of sending control signals from a lighting control console to the dimmer packs.
- Performance Space - space occupied by a person or group for performing. SPECS - 2,747 square feet, Capacity: 400 standing / 200 seated / 280 partially seated, Full service bar
- Preset - The ability, on a manual lighting control desk (as opposed to one which is computer-controlled) to set up a lighting cue before it is actually operated.
- Pyrotechnics - Usually abbreviated to "pyro" The usage of flashes, smoke or explosions on stage.
- Racks - the racks that carry the tables or chairs
- Sand Bags - a bag filled with sand used as a counter weight. At 3S we typically use them to hold doors open or keep a sign or something similar to falling over
- Sound Board - an attachment to a pulpit to assist a human speaker. Mixing console, used to combine electronic audio signals.
- Sound Booth - enclosed structures that are used to isolate noise and reduce sound transmission. Located in center rear of performance space.
- Stage - a raised platform on which a performer, performs.
- Stage Pannels - Extensions of the stage kept in storage that are used for a larger performance that requires more stage surface
- Stanchions - an upright bar, post, or frame forming a support or barrier.
- Strobe - controllable series of high power flashes rather than continuous light.
- Tracks - Rails on which the curtains run
- Will Call - You may hear patrons refer to "check in" as "will call," this is a place where guests can claim their tickets.
- Wings - The sides of the stage





