



Company One Theatre: Lobby Manager

Company One Theatre seeks candidates for the position of Lobby Manager for their production of SHOCKHEADED PETER, running March 6 – April 4, 2015.

JOB RESPONSIBILITIES

- Attend each performance of SHOCKHEADED PETER (see calendar here: <http://companyone.org/event-calendar/>)
- Arrive 2 hours before show time to organize and prep lobby, as well as clean up during post performance
- Operate concessions and lobby bookstore during each performance
- Oversee setup/breakdown of audience surveys
- Maintain nightly paperwork
- Serve as the face of Company One during performances
- Participate in Load-In & Load-Out, as well as attendance at a dress rehearsal during tech week
- Attend orientation and training, at times to be determined between you and the Production Manager.

REQUIREMENTS

A love of theatre and previous experience in customer service, management and/or administration required. Experience in theatre a plus.

Candidates from diverse backgrounds and/or traditionally under-represented groups are strongly urged to apply.

Pay is \$9/hr.

ABOUT US

Company One's mission is to change the face of Boston theatre by uniting the city's diverse communities through innovative, socially provocative performance, and the development of civically engaged artists. We value community engagement, collective decision-making, transparent communication and mentorship.

Our Core Values

- Never be satisfied
- Diverse, socially conscious thinking
- Innovation and creative problem solving
- Artistic excellence
- Development of the individual as part of the greater community

HOW WE WORK

Company One functions as a collective, and expects all staff members to be equally invested in the success of the theatre. Company culture is highly dramaturgical and collaborative, and values a passion for social justice. We are a volunteer professional company, from the Artistic Director on down. Stipends are paid for work on individual productions. Staff members generally have other part- or full-time positions, most often in the education and non-profit sectors, which allow us to conduct Company business on evenings and weekends.

Learn more about us: www.companyone.org

HOW TO APPLY

Please submit your cover letter and resume to Sarah Cohan, HR Manager, at employment@companyone.org.