



**August 11, 2017**

**Position:** Marketing & Communications Manager

**Description:** Company One Theatre seeks a visionary, talented and self-motivated individual to significantly enhance the organization's audience growth, public relations, and branding

Be part of Company One Theatre's successful artistic team and provide a strong voice commensurate with the company's brand and mission that will help grow C1 audiences and shape the future of the organization. This is a Full-Time, exempt position, responsible for:

- Having a vision for expanding the organization's reach and audience size, creating a plan to reach that vision, and identifying what resources are needed to enact it
- Developing and executing a strategic, innovative, and comprehensive organizational marketing plan, including:
  - all stage productions, community engagement efforts, company events and education programs
  - strategic thinking around audience segmentation and targeted marketing
  - Social media expansion
- Increasing the size of Company One Theatre's audience base and earned revenue
- Strategic growth and management of the subscription program
- Developing and executing audience tracking systems and metrics
- Manage all box office and ticket sales systems
- Generating Group-Sales and fostering long term group-sale relationships
- Management and/or creation of all company collateral (brochures, postcards, etc.), emails, website, video content, press pitches and press releases
- Organization wide public relations and relationships with all press outlets
- On-brand graphic design for emails, signage, and other mediums as needed

**Qualifications:**

- Passion for Company One Theatre's mission, audience and programming a must
- 3-4 years of experience in marketing and public relations preferred
- A high energy, creative, self-starter, who can work both independently and collaboratively with a team
- Strong interest and knowledge of social media outlets
- Excellent verbal, writing and copyediting skills
- Management experience preferred
- Excellent interpersonal skills including working with the public
- Comfortable with and excited by new technology, software, and web-based platforms
- Comfortable with non-traditional management and work structures
- Proficiency with Adobe Creative Suite preferred
- Experience with Salesforce preferred
- Ability to work a flexible and variable schedule depending on organizational events and needs, possible weekend and evening hours

**Salary Range:** \$38,000 - \$43,000

**About Company One:** Recently named "Best of Boston: Fringe Theatre, 2017" by Boston Magazine and "Boston's Best Scene Stealer, 2017" by the Improper Bostonian, Company One Theatre was founded in 1998 to integrate Boston audiences, challenge the city's social divides and foster a new generation of theatre-makers and theatergoers. Since then we have become a nationally renowned, award-winning theatre company in residence at the Boston Center for the Arts. Our mission is to change the face of Boston theatre by uniting the city's diverse communities through innovative, socially provocative performance and developing civically engaged artists.

Company One Theatre is an equal opportunity employer. Candidates of color, LGBTQA+ candidates, and women candidates are strongly encouraged to apply.

**How to apply:**

Please email cover letter and résumé -

**Attention:** Sarah Cohan, Director of Human Resources

**Subject line:** MARKETING POSITION

**Email Address:** Employment@CompanyOne.org