



Company One Theatre: Production Management Intern

Company One Theatre, a non-profit theatre in residence at the Boston Center for the Arts, is seeking a highly motivated individual to join the organization in a production management internship.

INTERNSHIP RESPONSIBILITIES

Assist the Production Manager and Assistant Production Manager in:

- Maintaining inventories and ensure organization of production related spaces
- Planning/executing production aspects of press photo shoots
- Managing production calendars, creating schedule drafts, and updating tracking documents and databases
- The staffing outreach/processes and the auditions process as necessary
- Managing communication around and setup for internal events in theatres outside of performances (e.g. discussions, events, parties)
- Creating artist packets, including all necessary paperwork, e.g. marketing questionnaires, company policies, contact lists, schedules, etc.
- Managing over-hire staff and being on call to respond to performance report issues
- Scheduling, organizing and managing open rehearsals with Community Engagement
- Locating and acquiring any housing needs for visiting artists
- Attending all load-ins, load-outs, cue to cue, tech, and dress rehearsals
- Providing space management during tech week with PM and TD
- Attending all production meetings
- Being an active voice in company discussions, add to the collective through thoughtful contributions

The position is approximately 5 hours/week during non-tech periods; 20-40 hours/week during tech. Academic credit is available.

This position is available asap and candidates would ideally commit through November or December 2015, however those seeking only summer positions are still encouraged to apply – please specify in your cover letter.

REQUIREMENTS:

- Excellent written and verbal communication
- Attention to detail
- Self-motivated
- Previous experience in theatre management or tech, and knowledge of lighting, sound, and/or carpentry equipment a plus

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

Learn more about us: www.companyone.org

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

HOW TO APPLY

Please submit your resume and cover letter to:

Sarah Cohan, HR Manager

employment@companyone.org

Include "Production Management Internship" in the subject line.