



December 10, 2016

Position: Administrative Assistant

Description: Company One Theatre seeks an organized and self-motivated individual to significantly enhance the organization's administrative functions.

Be part of Company One Theatre's successful team and provide a strong voice that will help grow C1 resources and shape the future of the organization. This is a **Part-Time** position (approximately 20 hours per week), responsible for:

- Facilitating the administrative functions and effectiveness of the organization
- Maintaining agendas for and recording minutes at bi-weekly staff meetings and weekly management meetings
- Database Management
- General office maintenance and administration, including, but not limited to:
 - Answering the phone and maintaining voice and email messaging system
 - Office supply organization and ordering
 - Paper and digital file organization
 - IT coordination with outside firm
 - Billing and payroll
- General customer service
- Grant system organization and reporting, in collaboration with the Managing Director
- Supporting other staff as necessary

Qualifications:

- A high energy, creative, self-starter, who can work both independently and collaboratively with a team
- Excellent verbal, writing and copyediting skills
- Professional communications skills: strong telephone presence and writing/proofreading proficiency
- Ability to develop and maintain systems
- Excellent organizational skills: Detail-oriented and ability to follow through
- Strong interpersonal skills
- Comfortable with and excited by new technology, software, and web-based platforms
- Comfortable with non-traditional management and work structures
- Ability to work with interns
- Ability to work a flexible and variable schedule depending on organizational events and needs, possible weekend and evening hours

Preferred Qualifications:

- Experience with Salesforce or similar database system
- Experience with Quickbooks
- Experience with Adobe Creative Suite

Compensation: Part-time salary range: \$15,000 - \$17,000, commensurate with experience.

Application Deadline: Applications strongly encouraged by 12/23/16

About Company One:

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 very strongly encouraged to apply.

How to apply:

Please email cover letter and résumé -

Attention: Sarah Cohan, Human Resources Manager

Subject line: ADMINISTRATIVE ASSISTANT

Email Address: Employment@CompanyOne.org