



Company One Theatre: Assistant to the Artistic Director

Company One Theatre is in search of an Assistant to the Artistic Director for our 17th Season. This internship is unpaid, though academic credit is available for students. Company One Theatre is looking for an energetic creative thinker/future leader who is looking to be immersed in the running of a small Boston theatre company. Position start time is based on the applicant's availability. A full season commitment is preferred, though applicants only available in the fall will also be considered.

JOB RESPONSIBILITIES

This position will include shadowing the Artistic Director and Artistic Associate and assisting them in a number of areas, including, but not limited to:

- Casting/Auditions
- Administrative duties
- New play development
- Programming upcoming seasons
- Artist/agent negotiations

REQUIREMENTS

- Highly organized and self motivated
- Must have strong communication and writing skills
- Previous experience in casting/arts administration a plus
- Flexible schedule – most auditions take place on nights and weekends
- May need to be available Monday nights for staff meetings.

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

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.