



## **Company One Theatre: Assistant to the Managing Director Internship**

**Duration: 10-15 hours/week**

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 as the Assistant to the Managing Director for its 17<sup>th</sup> season, beginning in August 2015. Our 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.

### **JOB RESPONSIBILITIES**

- Attend staff meetings and take meeting minutes on Monday nights
- Work in the Company One Theatre office 6-8 hours per week, including some daytime hours before 3pm
- Keep organization donor records up to date
- Provide general support to company productions as needed
- Serve as a scheduled "producer" during production runs for select performances
- Maintain the calendar and to-do list of the Managing Director
- Assist the Managing Director in the following, including but not limited to:
  - Grant research and organization
  - Board communication
  - Development (gala production, annual appeal creation & distribution, grants research & application, etc.)

### **REQUIREMENTS:**

- Excellent written and verbal communication
- Attention to detail
- Self-motivated

### **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.

Learn more about us: [www.companyone.org](http://www.companyone.org)

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

Academic credit is available if desired.

## **HOW TO APPLY**

Please submit your resume and cover letter to:

Sarah Cohan, HR Manager

[employment@companyone.org](mailto:employment@companyone.org)