

COMPANY ONE BOARD OF DIRECTORS INTERNSHIP

Overview:

Company One Theatre is a nationally recognized, cutting edge, award winning not-for-profit theater with one of the youngest and most diverse audiences of any theater in the Greater Boston area. Its 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.

As part of the implementation of its Strategic Plan, Company One Theater is committed to a more active role for its Board Members. This new role will include more board involvement in Development activities, Audience Development, Community Engagement, Outreach/Marketing, and continued and deepening engagement in strategic thinking, planning and implementation.

Context:

C1 is at a crossroads in its development as a sustainable and viable company. It has had an amazing and successful 15 years – award winning shows every season, and a staff of dedicated Volunteers. That model is no longer viable. Money must be raised for staff salaries. Processes, infrastructures, roles and responsibilities that have worked until now will in many instances need to change – without negatively impacting the company's ability to offer the edgy productions that are mission critical. Board members will be encouraged to participate individually and in an organized way in Arts advocacy, and research on current trends in board leadership, and board best practices will inform Board education, outreach and audience development efforts.

In this context, this internship will provide a unique opportunity to learn, real time, about key issues related to organizational growth and capacity development, the management of significant organizational change, board mobilization, and the deepening of organizational/community relationships.

Job Description:

It is in this context that the need for a C1 intern to support the expanded role of the board becomes important. The initial duties of a Board intern are as follows:

- a. Administrative support for Board involvement in Development Activities:
 - creating and managing lists of donors from our data base
 - supporting and documenting board contact with donors

- providing admin support and preparation at every-other-month Board meetings
- providing support for special Donor events (e.g. small dinners, pre & post show events at the theater, at the Gala, etc.)
- ensuring that communications (emails, mailings) flow in a timely fashion
- support preparation of agendas (for Board/Staff bimonthly Development Committee meetings and Board Meetings)

b. Support for Board Development Activities:

- providing support for board Arts advocacy initiatives, board education, and audience development activities
- providing support for board committees & task forces (e.g. Marketing, Community Engagement, Finance, Education)

c. Researching current and potential issues:

- donor giving potential
- potential board prospects
- board best practices
- audience/community engagement models

Candidate Skill Requirements:

The potential candidate needs to have the following personal qualities:

- a confident, well organized self starter
- able to meet deadlines
- a willingness and ability to attend to detail as well as substance
- able to communicate and collaborate with people from diverse backgrounds
- an interest in theater and community
- a desire to take on new challenges and learn
- an interest in how organizations work, fundraising, community engagement and advocacy
- an understanding of the importance of follow-up
- patience

The preferred skill sets are:

- ability to do donor and best practice internet research
- strong writing skills
- strong interpersonal skills
- previous knowledge or experience with not-for-profit organizations
- some knowledge of the role of Boards in not-for-profit organizations

Time Line & Status:

- Current to at least the end of the academic year in June 2016.
- Credit for the Fall/Spring Semester can be arranged.
- Hours a week are negotiable, with ability to attend some evening meetings/conference calls preferred.

Supervision:

The Board Intern will be supervised by Dr. Joan Lancourt, the C1 Board President. Dr. Lancourt has more than 40 years experience in organizational development, managing organizational change, community engagement, and leadership development. Prior to her

recent retirement, she was an Executive Coach in an executive development program at the Hauser Center for Non Profit Organizations at the Kennedy School where she worked extensively with more than 50 executive directors in developing their boards as proactive organizational partners.

Depending on the skill level of the Intern, the role can be tailored to offer a basic knowledge of board development, the role a board can play in organizational growth, and an understanding of ways to increase organizational capacity. Experience will also be gained in basic donor development activities, and community engagement for audience development. For an intern with more organizational and community experience, the role can be tailored to offer broader involvement in research activities, and in engagement in the design and development of board education and outreach efforts.

How to Apply:

Please submit your cover letter and resume to Sarah Cohan, HR Manager, at employment@companyone.org