



Company One Theatre: Education Associate
Duration: August 2015 – August 2016

Company One Theatre, in residence at the Boston Center for the Arts, seeks candidates for the position of Education Associate in the 2015-16 season. This is a part-time position with administrative and teaching duties within the Education Department, focusing on the company's out-of-school programs.

The Education Associate will assist with and teach in programs being offered by Company One Theatre, and will report directly to the Education Director but work closely with another Education Associate, teaching artists, and other Company One Theatre staff. The ideal candidate will have experience in lesson plan creation and teaching of drama curriculum 9-12, as well as interest/experience working in non-profit arts administration.

JOB RESPONSIBILITIES

- Attend Weekly Staff Meetings (Monday nights), and participate as a full member in the staff collective that runs the company
- Maintain the Education portion of Company One Theatre calendar and website
- Create material for the Company One Theatre website, blog, brochures, newsletters, packets, and grants
- Generate reports for grant submissions/updates
- Create applications & manage the application process for school year and summer employment programs
- Create work packets and program schedules for school year and summer student employees
- Correspond with school year and summer student employees, through email and Company One social media outlets
- Disseminate, collect, and track school year and summer student employee evaluations
- Videotape/photograph work of/with school year and summer student employees
- Maintain necessary databases
- Schedule the Professional Development for Actors (PDA) class with the appropriate venues, manage venue rentals; and assist class instructors
- Substitute for Company One Theatre teaching artists when available
- Develop education packets for productions in cooperation with dramaturgs and other Ed. Assoc.
- Marketing -
 - Decide on types of publicity, what gets sent out
 - Write literature for marketing materials
 - Decide whom we target with publicity

REQUIREMENTS:

- BA or BFA in Theatre, Education or Child Development preferred
- Must be motivated by our mission and vision
- Must be willing to embrace a demanding environment where different hats are worn on a regular basis
- Should be able to use a PC and Microsoft Office Suite, copier, fax
- Spanish fluency, experience in multiple performing arts disciplines, and K-12 teaching certification preferred, but not required

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 resume and cover letter to:

Sarah Cohan, HR Manager

employment@companyone.org

Include "Education Associate" in the subject line.