



## **Company One Theatre: Management Fellow**

**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 Management Fellow for its 17<sup>th</sup> season.

### **JOB RESPONSIBILITIES**

- Works directly with the Managing Director
- 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
- Attend staff meetings and take meeting minutes on Monday nights
- 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
- Business hour availability
- Expected end date of position is August 31, 2016

**COMPENSATION:** \$1,800 stipend

### **ABOUT US**

Company One's mission is to unite Boston'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)

## **HOW TO APPLY**

Please submit your resume and cover letter to:  
Sarah Cohan, HR Manager  
[employment@companyone.org](mailto:employment@companyone.org)

Candidates of color are strongly urged to apply.

Academic credit is available if desired.