



September 6, 2016

Position: Marketing Associate

Description: Company One Theatre seeks a talented and self-motivated individual to significantly support the organization's marketing department.

Be part of Company One Theatre's successful artistic collective and provide a strong voice that will help grow C1 audiences and shape the future of the organization. This is a part-time position, and responsibilities include but are not limited to:

- Copyediting/copywriting for press releases, emails, show blurbs, program content, marketing interviews and articles
- Contributing to sourcing and strategizing for social media
- Tracking ticket sales for upcoming shows and distributing twice weekly reports
- Acting as liaison between external box office and Company One Theatre to ensure clean lines of purchase/quality customer experience
- Managing internal ticketing processes such as consignment ticketing and group sales; sending discounted ticket alerts to listservs; sending comp ticket/discount invitations; and managing cast and crew ticket requests
- Postering, flyering, and tabling as needed
- Attending company events as a marketing representative including but not limited to, opening weekend events, post-performance, first read-throughs. Duties as such events include manning Company Branded table, live tweeting, taking photos/video, meeting freelance photographer
- Attending weekly in-office meetings with the Marketing & Communications Manager, and two Monday-night all staff meetings per month
- Carrying out the mission of Company One Theatre to target and cultivate new audiences in the Boston area

Position is 10-12 hours/week with an annual salary of \$10,000. Hours will be flexible, and some work can be done from home.

Qualifications:

- BA/BS degree
- Some weekday daytime availability
- Passion for the arts and Company One Theatre's mission
- A high energy, creative, self-starter, who can work both independently and collaboratively with a team
- Strong interest and knowledge of social media outlets
- Excellent verbal, writing and copyediting skills
- Strong attention to detail and analytical thinking skills
- Proficiency in Excel
- 1 year of online marketing, analytical work, copyediting or copywriting experience
- Box office experience desirable
- DSLR Camera, Photoshop, and inDesign skills desirable

About Company One:

Company One Theatre was founded in 1998 to integrate Boston audiences, challenge the city's social divides and foster a new generation of theatre-makers and theatergoers. Since then we have become a nationally renowned, award-winning theatre company in residence at the Boston Center for the Arts. Our 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.

How to apply:

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

Please email cover letter and résumé -

Attention: Sarah Cohan, Human Resources Manager

Subject line: MARKETING ASSOCIATE POSITION

Email Address: Employment@CompanyOne.org