



Company One Theatre: Non-AEA Assistant Stage Manager

Company One Theatre, in residence at the Boston Center for the Arts, seeks candidates for the position of Assistant Stage Manager in the 2014-15 season.

JOB RESPONSIBILITIES

- Attend and assist with all scheduled rehearsals, technical rehearsals, dress rehearsals, and performances to ensure all call times are being met and all production equipment is kept in appropriate working condition.
- Manage the rehearsal room in the absence of the Stage Manager.
- Assist the Stage Manager as a liaison between actors and production staff
- Create and distribute rehearsal and performance reports at the request of the Stage Manager
- Assist the Stage Manager in recording all stage directions, lighting cues, sound cues, and video cues
- Work with the Properties Designer on a comprehensive props list and as necessary assist with securing rehearsal props
- During performances:
 - manage the backstage area, all actors and crew
 - be aware of actor's cues during the show
 - assist actors with entrances, exits, costume changes, etc.
 - act as a point person for actors with regard to dressing room needs and maintenance
 - assist the Stage Manager in closing up the space including tidying up dressing rooms and removing trash nightly, taking inventory of costumes and props post-show, and laundering costumes as needed.

REQUIREMENTS

Previous experience in theatre required. B.A. in theatre and/or direct stage management experience is a plus.

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

Boston-based candidates highly preferred as we are unable to provide travel compensation or housing.

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