



Company One Theatre: Lobby Manager

Company One Theatre, in residence at the Boston Center for the Arts, seeks candidates for the position of Lobby Manager for their production of THE DISPLACED HINDU GODS TRILOGY, running October 24 – November 22.

Please note: due to the nature of the Trilogy schedule (sometimes 2 or 3 performances in the same day), it is possible this position may be split between two people. **In your application please specify whether you are interested in taking on the full position, or half-time only.**

JOB RESPONSIBILITIES

- Attend each performance of THE DISPLACED HINDU GODS TRILOGY (see calendar below)
- Arrive 2 hours before show time to organize and prep lobby, as well as clean up during post performance
- Operate concessions and lobby bookstore during each performance
- Become TIPS certified (if not already) and serve alcoholic beverages pre/post show on Fridays & Saturdays
- Oversee setup/breakdown of audience surveys
- Maintain nightly paperwork
- Serve as the face of Company One Theatre during performances
- Participate in Load-In & Load-Out, as well as attendance at tech week dress rehearsals
- Attend orientation and training, at times to be determined between you and the Company One Theatre Box Office & Lobby Coordinator.

REQUIREMENTS

A love of theatre and previous experience in customer service, management and/or administration required. Experience in theatre a plus.

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

Pay is \$8/hr.

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

Learn more about us: www.companyone.org

HOW TO APPLY

Please submit your resume and cover letter (specifying you are interested in either the full position or half-time) to Sarah Cohan, HR Manager, at employment@companyone.org.

Performance Schedule

(Mondays and Tuesdays are dark)

October 24 – 7pm – Kalki; 9pm – Brahman/i
October 25 – 3pm – Shiv; 5pm – Kalki; 7pm - Brahman/i
October 26 – 3pm - Brahman/I; 5pm – Kalki; 7pm - Shiv
October 29 – 7pm - Shiv
October 30 – 7pm – Kalki; 9pm - Brahman/i
October 31 – 7pm – Shiv; 9pm - Brahman/i
November 1 – 3pm – Shiv; 5pm – Kalki; 7pm - Brahman/i
November 2 – 3pm - Brahman/I; 5pm – Kalki; 7pm - Shiv
November 5 – 7pm - Shiv
November 6 – 7pm – Kalki; 9pm - Brahman/i
November 7 – 7pm – Kalki; 9pm – Brahman/i
November 8 – 3pm – Shiv; 5pm – Kalki; 7pm - Brahman/i
November 9 – 3pm - Brahman/I; 5pm – Kalki; 7pm - Shiv
November 12 – 7pm - Shiv
November 13 – 7pm – Kalki; 9pm - Brahman/i
November 14 – 7pm – Shiv; 9pm – Brahman/i
November 15 – 3pm – Shiv; 5pm – Kalki; 7pm - Brahman/i
November 16 – 3pm - Brahman/I; 5pm – Kalki; 7pm - Shiv
November 19 – 7pm - Shiv
November 20 – 7pm – Kalki; 9pm - Brahman/i
November 21 – 7pm – Kalki; 9pm - Brahman/i
November 22 – 3pm – Shiv; 5pm – Kalki; 7pm - Brahman/i