



## **Company One Theatre: Board of Directors Internship**

Company One Theatre, in residence at the Boston Center for the Arts, seeks a Board of Directors Intern through the 2014-2015 academic year.

Company One Theatre (C1) is a nationally recognized, cutting edge, award winning not-for-profit organization with one of the youngest and most diverse audiences of any theater in the Greater Boston area. Its 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.

As part of the implementation of its Strategic Plan, C1 is committed to a more active role for its Board Members. This new role will include more board involvement in development activities, audience development, outreach/marketing, and continued and deepening engagement in strategic thinking, planning and implementation. It is in this context, that the need for a C1 intern to support the expanded role of the board becomes important.

### **JOB RESPONSIBILITIES**

- Creating and managing lists of donors from our data base
- Supporting and documenting board contact with donors
- Providing administrative support and preparation at every-other-month Board meetings
- Supporting special Donor events (e.g. small dinners, pre & post show events at the theater, at the Gala, etc.)
- Ensuring that communications (emails, mailings) flow in a timely fashion
- Supporting board Arts advocacy initiatives, board education, and audience development activities
- Supporting preparation of agendas (for Board/Staff bimonthly Development Committee meetings and Board Meetings)
- Researching current and potential issues including donor giving potential, potential board prospects, board best practices, and audience development models

Academic credit for the spring semester is available. Hours per week are negotiable, with the ability to attend some evening meetings/conference calls preferred.

### **REQUIREMENTS**

Potential candidates should have the following qualities:

- a confident, well-organized, and deadline-driven self starter
- a willingness and ability to attend to detail as well as substance
- ability to communicate and collaborate with people from diverse backgrounds
- an interest in theater and community
- patience, and a desire to take on new challenges and learn
- an interest in fundraising, how organizations work, community engagement and advocacy

Preferred skill sets:

- ability to do donor and best practice internet research
- strong writing skills
- previous knowledge or experience with not-for-profit organizations
- some knowledge of the role of Boards in not-for-profit organizations

## **ABOUT THE POSITION**

The Board Intern will be supervised by Dr. Joan Lancourt, a C1 Board member. Dr. Lancourt has more than 40 years experience in organizational development, managing organizational change, community engagement, and leadership development. Prior to her recent retirement, she was an Executive Coach in an executive development program at the Hauser Center for Non Profit Organizations at the Kennedy School where she worked extensively with more than 50 executive directors in developing their boards as proactive organizational partners.

Depending on the skill level of the Intern, the role can be tailored to offer a basic knowledge of board development, the role a board can play in organizational growth, and an understanding of ways to increase organizational capacity. Experience will also be gained in basic donor development activities, and community outreach for audience development. For an intern with more organizational and community experience, the role can be tailored to offer broader involvement in research activities, and in engagement in the design and development of board education and outreach efforts.

## **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

## **WHAT'S NEXT**

C1 is at a crossroads in its development as a sustainable and viable company. It has had an amazing and successful 15 years – award winning shows every season, and a staff of dedicated Volunteers. That model is no longer viable. Money must be raised for staff salaries. Processes, infrastructures, roles and responsibilities that have worked until now will in many instances need to change – without negatively impacting the company's ability to offer the edgy productions that are mission critical. Board members will be encouraged to participate individually and in an organized way in Arts advocacy, and research on current trends in board leadership, and board best practices will inform Board education, outreach and audience development efforts.

In this context, this internship will provide a unique opportunity to learn, real time, about key issues related to organizational growth and capacity development, the management of significant organizational change, board mobilization, and the deepening of organizational/community relationships.

**Learn more about us: [www.companyone.org](http://www.companyone.org)**

## **HOW TO APPLY**

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

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