



## **Company One Theatre: Assistant Production Manager**

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 Assistant Production Manager.

### **JOB RESPONSIBILITIES**

- Attend Monday night staff meetings barring conflicting C1 activities
- Maintain inventories and ensure organization of production related spaces
- Plan and execute production aspects of press photo shoots
- Proof/manage production calendar, create tech schedule drafts, update tracking documents and databases and monitor their use
- Update the company staffing database regularly
- Assist with staffing outreach/processes and the auditions process as necessary
- Manage communication around and setup for internal events in theatres outside of performances (e.g. discussions, events, parties)
- Create artist packets, including all necessary paperwork, e.g. marketing questionnaires, company policies, contact lists, schedules, etc.
- Manage over-hire staff and be on call to respond to performance report issues
- Schedule, organize and manage open rehearsals with Community Engagement
- Locate and acquire any housing needs for visiting artists
- Attend all load-ins, load-outs, cue to cue, tech, and dress rehearsals
- Provide space management during tech week with PM and TD
- Attend all production meetings
- Be an active voice in company discussions, add to the collective through thoughtful contributions
- 15 hours/week during non-tech periods; 40-60 hours/week during tech

### **REQUIREMENTS:**

- Excellent written and verbal communication
- Attention to detail
- Self-motivated
- Previous experience in theatre management or theatre tech
- Strong knowledge of lighting, sound, and/or carpentry equipment a plus

**COMPENSATION:** Monthly stipend

## **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.

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

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

## **HOW TO APPLY**

Please submit your resume and cover letter to:

Sarah Cohan, HR Manager

[employment@companyone.org](mailto:employment@companyone.org)

Include "Assistant Production Manager" in the subject line.