



Company One Theatre: Assistant Stage Manager

Company One Theatre, in residence at the Boston Center for the Arts, seeks candidates for the positions of Assistant Stage Manager for their Season 17 productions of Ruby Rae Spiegel's DRY LAND (Fall) and Branden Jacobs-Jenkins' AN OCTOROON (Winter).

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
 - perform basic costume maintenance and laundering
 - assist the Stage Manager in closing up the space including tidying up dressing rooms and removing trash nightly, and taking inventory of costumes and props post-show.

All rehearsals are weeknights and weekend days.

DRY LAND: Rehearsals will begin mid-August. Tech begins September 27, with preview/opening October 2/3. Show runs through October 30, performances Wednesdays through Sundays.

AN OCTOROON: Produced at ArtsEmerson, rehearsals will be held two weeks in early November, one week mid December, and then January 5 through opening. Tech will begin the week of January 18, with opening January 29. Shows run through February 28, performances Wednesdays through Sundays.

REQUIREMENTS

Previous experience in stage management for theatre required. 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

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. Please specify whether you are applying for either production or one specifically.