

July 22, 2016

Position: Education Associate

Description: Company One Theatre (C1) seeks a talented and self-motivated individual to significantly support the organization's education department. Be part of Company One Theatre's successful artistic collective and provide a strong voice that will help grow C1's education efforts and shape the future of the organization. This is a part-time salaried position, which includes (but is not limited to) the following responsibilities:

- Attending Weekly Department/Staff Meetings (Monday nights), and participating as a full member in the staff collective that runs the company
- Working six hours in the C1 offices during the work-week
- Maintaining the Education portions of the C1 calendar and website, and creating material for the website, blog, brochures, newsletters, packets, and grants
- Developing education packets for productions and generating reports for grant submissions/updates
- Performing evaluations and assessments for the In-School, Apprentice, and Professional Development for Actors program
- Representing the Education department at C1 Events
- Serving as a producer-on-duty at 1 performance per week of each C1 production
- Attending monthly High School Working Group meetings and bi-weekly Boston School Committee Meetings
- Performing twice quarterly observations of in-school classrooms
- Planning and leading quarterly professional development sessions for Teaching Artists and supporting Teaching Artists through feedback and integration of best practices
- Substitute teaching in classrooms, when necessary, for Company One Theatre Teaching Artists.
- Managing the application process for school year and summer employment programs, and developing program schedules/curriculum for school year and summer student employees
- Supervising school year and summer student employees/implement curriculum
- Recording classes and performances, and disseminating, collecting, and tracking student and student employee evaluations
- Maintaining databases as necessary

Position is an average of 20 hours/week, fluctuating based on the time of year. Salary is \$20,000/year.

Qualifications:

- BA or BFA in Theatre, Education or Child Development preferred
- Must be motivated by our mission and vision
- Must be willing to embrace a demanding environment where different hats are worn on a regular basis
- Should be able to use a PC and Microsoft Office Suite, copier, fax
- Spanish fluency, experience in multiple performing arts disciplines, and K-12 teaching certification preferred, but not required

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

About Company One:

Company One Theatre was founded in 1998 to integrate Boston audiences, challenge the city's social divides, and foster a new generation of theatre-makers and theatergoers. Since then we have become a nationally renowned, award-winning theatre company in residence at the Boston Center for the Arts. Our 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.

How to apply:

Please email cover letter and résumé -

Attention: Sarah Cohan, Human Resources Manager

Subject line: EDUCATION ASSOCIATE POSITION

Email Address: Employment@CompanyOne.org

