



April 14, 2018

**Position:** Assistant to the Artistic Director

**Description:** Company One Theatre seeks an energetic, creative thinker, and future leader who is looking to be immersed in the running of a small Boston theatre company.

Be part of Company One Theatre's successful team and provide a strong voice that will help shape the future of the organization. This is a part-time internship, including – but not limited to – the following duties:

- Attends staff, department, and programming meetings
- Assists the Artistic Director with administrative duties, as assigned (including, but not limited to scheduling meetings, organizing and returning emails and communicating on behalf of the Artistic Director when appropriate)
- Assists with the general organization of the Artistic department.
- Creates agendas for department meetings and takes/distributes minutes at said meetings, and assists with the creation of the Executive Director Update prior to every Board Meeting
- Attends all first cast meeting & read through events, and at least one Design Run leading up to each production and provides feedback to Artistic Director
- Provides a minimum of five hours per week in the Company One Theatre office with the Artistic Director (Tues-Thurs: hours tbd)
- Assists in the organization of headshots and resumes in Company One Theatre's system
- Attends and assists the Artistic Associate with Company One Theatre auditions and callbacks
- Assists the Casting Director with publicizing and posting open audition calls, as needed
- Reads plays in consideration for Programming Committee, as assigned by Artistic Director and/or Artistic Associate, and scouts for new plays that may be good fits for Company One Theatre
- Participates in helping to build foundation relationships, donor relationships, and in general fundraising appeals as needed including working the annual fundraising events
- Acts as an in-house producer during performance runs, and attends/assists with setup/cleanup for staff-hosted events such as opening weekend parties and closing night events

**Qualifications:**

- Passion for Company One Theatre's mission, stakeholders and programming
- Highly organized and self motivated
- Ability to work in a collaborative environment
- An interest in season programming and producing
- Excellent communication and writing skills
- Excellent interpersonal skills including working with the public and relationship building
- Previous experience in casting/arts administration a plus
- Availability Monday nights for staff & department meetings
- Ability to work a flexible and variable schedule depending on organizational events and needs, possible weekend and evening hours

**Compensation:** A small monthly stipend is provided to defray any expenses associated with the position.

**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:** Company One Theatre is an equal opportunity employer. Candidates of color, LGBTQA+ candidates, and women candidates are very strongly encouraged to apply.

Please email cover letter and resume -

**Attention:** Sarah Cohan, Human Resources Manager

**Subject line:** ASSISTANT TO THE ARTISTIC DIRECTOR

**Email Address:** [Employment@CompanyOne.org](mailto:Employment@CompanyOne.org)