



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

Company One Theatre is seeking a highly motivated individual to join the organization as the Production Manager.

The Production Manager is responsible for overseeing and managing all company production staff and production processes; facilitating proper and timely communication surrounding productions; ensuring production deadlines and budgets are met; managing and/or coordinating the necessary scheduling, personnel, and equipment for special events (e.g. fundraisers, new play readings, etc.); maintaining Company One Theatre's high standards for technical and artistic work and community care; and fostering positive, respectful relationships with staff members and artists in accordance with the Company's values and culture.

The Company produces 3 plays per year, each of which are typically in production for 10-12 weeks and have 3-6 weeks of performances. In addition, the Production Manager will assist production of 10-12 special events, each of which are typically 2-4 hours in length. Staff meetings are currently held on Monday nights. This is an exempt staff position that will require approximately 25 hours/week during non-tech periods; 40-50 hours/week during tech; with a combination of daytime and evening work hours.

### **REQUIREMENTS:**

- Project management experience
- Attention to detail
- Self-motivated
- Previous experience in production management for theatre
- Familiarity with Microsoft Suite and Google Platforms
- Strong knowledge of lighting, sound, and/or carpentry equipment a plus

**COMPENSATION: \$25,000 annually**



## **ABOUT US**

**MISSION:** Company One Theatre builds community at the intersection of art and social change.

**VISION:** A Boston defined by justice, equity, and artistic innovation.

Welcome to our community, where every audience member, artist, student, and supporter has the opportunity to fight for social justice. At C1...

- We strive to create intentional, authentic theatrical experiences that uniquely integrate content, style, space, and community.
- We amplify new stories and adventurous theatrical forms to define what's next in the American theatre.
- We focus on growing our students' authority, voice, and point of view, while developing artists into the next generation of change makers.
- Our work is responsive to what's happening in our city, nation, and world.
- We work towards justice by challenging inequity and oppressive systems.
- Innovation, forward thinking, and collaboration lead the way.
- We center our work on reciprocal relationships with community partners.
- Representation is an act of social justice.
- Our growth is motivated by questioning the status quo, internally and externally.
- We strive for artistic excellence as defined by our collective community.

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

## **HOW TO APPLY**

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

Please submit your resume and cover letter to:

Sarah Cohan, HR Manager

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

Include "Production Manager" in the subject line.