

C1 EDUCATION ASSOCIATE

Description:

The Education Associate is responsible for supporting specific elements of the education programs (In-School, Professional Development for Actors, Bloomberg Arts Internship, Digital Ed Tour); maintaining organization and consistency throughout company educational/production materials, organizational tools, inventory and physical spaces; assisting the Director of Education and Education Programs Manager to ensure deadlines are met; maintaining Company One Theatre's high standards for educational and artistic work; and fostering positive, respectful relationships with staff members, teaching artists, partner schools, students, partner organizations, and artists in accordance with Company One Theatre values and culture.

RESPONSIBILITIES

- Manage invoicing process with Partner Schools/BPS
- Managing tuition, payroll & expenditures for In School & Professional Development for Actors (PDA) programs.
- Initial school outreach and content support for Digital Ed Tour program
- Support Education Director in the lead generation and grant writing process for In School expansion.
- Support Stage Manager, Production Manager and Education Team Admin to execute auditions and production elements for the PDA showcase
- Manage venue rentals and space contracts for In-School and PDA rehearsals/performances/showcases.
- Invite casting personnel from Boston companies to PDA showcase
- Support evaluations and assessments for the In-School program and PDA, Bloomberg Arts Internship, and Digital Ed Tour programs; including data collection, analysis, and reporting for grants, C1 Board, staff, partner organizations, and stakeholders
- Monitor Education Dept email and social media accounts
- Facilitate the videotaping/photographing of program activities.
- Represent the Education department at C1 Events
- Attend twice weekly Department (Mondays & Wednesdays @ 9:45 - 11) and Company Staff Meetings (Thursdays @ 3:15 - 5)
- Maintain the Education portions of the Company One Theatre calendar via Asana & Google calendar

Qualifications:

Candidates of color, LGBTQ+ candidates, female identifying, and non-binary candidates are encouraged to apply.

- Passion for Company One Theatre's mission, stakeholders and programming
- A high energy, creative, self-starter, who can work both independently and collaboratively with a team
- Excellent verbal, writing and copy editing skills
- Comfortable with and excited by new technology, software, and web-based platforms
- Intermediate MS Excel skills and financial experience preferred

- Comfortable with non-traditional management and work structures
- Excellent interpersonal and relationship building skills
- Ability to work a flexible and variable schedule depending on organizational events and needs, possible weekend and evening hours

How To Apply:

If you are interested, please your cover letter and resume to the following:

Attention: Mark VanDerzee, Education Director

Subject line: EDUCATION ASSOCIATE POSITION

Email Address: mvanderzee@companyone.org

Salary:

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

About this Organization:

MISSION:

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

VISION:

A Boston defined by justice, equity, and artistic innovation.

MANIFESTO:

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.