



COMPANY ONE THEATRE: ASSISTANT PRODUCTION MANAGER

Company One Theatre seeks candidates for the position of Assistant Production Manager for the National New Play Network's rolling world premiere of CAN I TOUCH IT by Francisca Da Silveira. The world-premiere production will be directed by Summer L. Williams, produced in partnership with the City of Boston, and performances will be held at the Strand Theatre in Roxbury.

Rehearsals are Tuesdays through Saturdays through July 15. Tech and previews are from July 16 - 23, and load-out on August 15 and 16 (exact schedule TBD). The production runs July 23 – August 13, performances Thursday - Saturday nights, and Saturday & Sunday matinees.

This W2 position will be paid \$20/hour.

JOB RESPONSIBILITIES

- Maintain production inventories and ensure organization of production related spaces
- Plan and execute production aspects of press photo shoots as needed
- Proof/manage production calendar, create tech schedule drafts, update tracking documents and databases and monitor their use
- Support non-performance production-related events
- Assist in the management of over-hire staff and be on call to respond to performance report issues
- Attend all load-ins, load-outs, cue to cue, tech, and dress rehearsals
- Provide space management during tech week with PM and TD
- Attend all production meetings
- Be an active voice in company discussions, add to the collective through thoughtful contributions
- 20 hours/week during non-tech periods; 40 hours/week during tech

REQUIREMENTS:

- Excellent written and verbal communication
- Attention to detail
- Self-motivated
- Previous experience in theatre management or theatre tech
- Strong knowledge of lighting, sound, and/or carpentry equipment a plus

HOW TO APPLY

Please submit your cover letter and resume to employment@companyone.org.

ABOUT COMPANY ONE THEATRE

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.