



Company One Theatre: Operations Associate & Executive Assistant

Company One Theatre is seeking a motivated individual to join the organization as the Operations Associate & Executive Assistant. This is a half time (25 hours/week), associate level position, working in a hybrid arrangement (in-person and remote).

This position will:

- Manage office operations and supply management.
- Assist with scheduling and task management in coordination with the Co-Executive Directors.
- Assist the Co-Executive Directors in systems refinement.
- Act as a liaison with an external financial management firm.
- Serve as the first line of company communication, managing the company info and admin email account and answering phones when working in the office.
- Create and maintain meeting agendas; record and distribute meeting minutes for weekly staff and leadership meetings;
- Assist with internal and external event planning and coordination.
- Support Company Board & Board Committee administrative activities such as agenda preparation, meeting minutes, scheduling, and staff communications.
- Work with department heads, Co-Executive Directors, and Board President to create Executive Director updates for quarterly board meetings.
- Additional Company-wide all staff responsibilities (e.g. meeting and event attendance and support, etc.)

REQUIREMENTS:

- Passion for Company One Theatre's mission, stake holders 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
- Intermediate MS Excel skills and financial experience preferred
- 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

COMPENSATION: \$25,000 annually

HOW TO APPLY

Please submit your resume and cover letter to
Sarah Cohan, HR Manager
employment@companyone.org

Include “Ops Associate / Exec Asst” in the subject line.

Not sure you meet all our qualifications? Research shows^[1] that men apply for jobs when they meet about half of the criteria, but women and people who are systemically marginalized tend to only apply if they meet every requirement. If you believe that you should be considered for this role we encourage you to apply. Whether you’re new to the arts, returning to work after a gap in employment, or simply looking to transition into a new field, we will be glad to receive your materials. Please use your cover letter to tell us more about yourself and about your interest in the arts and this role.

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.

^[1] <https://hbr.org/2014/08/why-women-dont-apply-for-jobs-unless-theyre-100-qualified>