



Company One Theatre: Education Associate

Company One Theatre (C1) is seeking a motivated individual to join the organization as the Education Associate. This is a part-time position (30 hours/week), working in a hybrid arrangement (in-person and remote).

This position will:

- Serve as a line producer for Education Department events
- Run operations for the Professional Development for Actors program
- Document and archive program activities
- Distribute, collect, and analyze participant evaluations and surveys for all program activities
- Manage payroll and reimbursements for Education Department staff
- Manage the contracting/invoicing process for schools
- Supervise summer teen interns

REQUIREMENTS:

- Highly organized and detail oriented, with strong time management and project management skills
- Intermediate MS Excel skills and financial experience preferred
- Experience working with teens preferred
- Passion for Company One Theatre's mission, stakeholders and programming
- A creative, self-starter, who can work both independently and collaboratively with a team
- 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: \$30,000 annually.

How to Apply

Please submit your resume and cover letter to:

Mark VanDerzee, Education Director

mvanderzee@companyone.org

Include "Education Associate" 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 a 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>