



## **Company One Theatre: Connectivity Producer**

Company One Theatre is seeking a motivated individual to join the organization as the Connectivity Producer. This is a half time (20-25 hours/week), associate level position, working in a hybrid arrangement (in-person and remote). This position will:

- Produces Company One's Better Future Series and Branch Out with C1 series
  - Serves as the Creative Producer of the Better Future and Branch Out with C1 event series, responsible for line-producing all programming and implementing digital and in person content.
  - Identifies and hires artists, engages partner organizations, and secures event panelists.
  - Manages communication with artists, panelists and production team members
  - Oversees technical aspects of all digital programs, including filming, editing, captioning, and video processing, in collaboration with Marketing department
  - Oversees the project budgets
- Supports event-specific community partnerships
  - Supports the curation of the Community Action Newsletter and works with Marketing & Communications Manager to provide production or community related social media content.
  - Invites and ensures attendance from community partners who are connected to the themes of each production to engage with production related events (First Reads, Studio Sessions, etc) for events in C1's season.
  - In collaboration with Development Manager/Creative Producer, curate and implement Connectivity's audience engagement activities for all production/events, including overseeing the action & resource table, visual/multimedia installations, and partner participation in the lobby
- Supports long-term community partnerships
  - Assists with the organization and maintenance of an active list of all community partners, sharing that information in an organized way with the Development Manager/Creative Producer and the Associate Artistic Director/Connectivity Director, with a focus on building long term organizational relationships
  - Discovers and attends community partner events on behalf of Company One Theatre
- Assists with the management of affiliated connectivity conversations and events
  - Supports the execution of a minimum of four post-show conversations or engagement events for each of Company One's productions.
  - Supports the arrangement of pre-performance conversations/events as needed
  - Assists with producing opening nights, community nights, and closing night events
  - Assists in measuring patron social-action tracking via productions
- General Responsibilities
  - Takes department meeting minutes and agendas as needed
  - Assists in producing annual fundraising events (the Jam, Acts of Joy, etc)
  - Attends all Staff, Management, Artistic Department, and Programming meetings
  - Creates and manages annual Connectivity programs calendar

- Serves as a company producer at select performances, according to the producer schedule
- Supports Artistic and New Work producers in event planning and management

#### **REQUIREMENTS:**

- 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
- 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:

Summer L. Williams, Associate Artistic Director & Connectivity Director

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

Include "Connectivity Producer" in the subject line.

Not sure you meet all our qualifications? Research shows<sup>[1]</sup> 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.

---

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