



Company One Theatre: Education Program Manager

Company One Theatre (C1) is seeking a motivated individual to join the organization as the Education Program Manager. This is a full-time position (40 hours/week), working in a hybrid arrangement (in-person and remote).

This position will:

- Be responsible for the operations of the education program
- Strategize and develop curriculum, program assessments, and participants surveys
- Supervise, train, and evaluate Teaching Artists
- Maintain organization and consistency throughout company educational/production materials, organizational tools, inventory, and physical spaces
- Assist the Director of Education to ensure deadlines and budgets are met
- Oversee department financial operations including department expense tracking
- Maintain positive and transparent communication with our school and community partners
- Support Education Director in relationship development with school leaders and funders
- Provide workshop facilitation and act as a substitute teacher when needed
- Represent Ed. department at public C1 Events and at internal/external meetings & cohorts (e.g. Partner Working Group meetings, Boston School Committee Meetings, etc)

REQUIREMENTS:

- 5+ years teaching experience (direct experience coaching other educators preferred)
- 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: \$42,500 annually.

How to Apply

Please submit your resume and cover letter to employment@companyone.org and include "Education Program Manager" 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>