



LITERARY ASSOCIATE

Playwrights Foundation (PF), a center for new play development in San Francisco, is looking for a thoughtful, experienced, and resourceful Literary Associate to assist the Foundation's Literary Manager from October 2017 to April 2018 in support of the 2018 Bay Area Playwrights Festival (BAPF). The BAPF is a yearly summer festival of the country's most compelling, competitive, and diverse new plays in development.

PF is part of an extensive creative community nationwide, and has a strong presence in the Bay Area theater scene. Learn more about our 40-year history and work at www.playwrightsfoundation.org.

The Literary Associate will support the Literary Manager and Artistic Director in all appropriate and necessary functions related to the literary programs of the Playwrights Foundation. They will assist the Literary Manager on a variety of tasks, including but not limited to: script solicitation and evaluation, managing the submissions catalog, coordinating script reading assignments, tracking and cataloging script reports, communicating with playwrights, scheduling festival selection meetings, and general administrative tasks.

SKILLS AND QUALIFICATIONS

- Strong background in dramaturgy, literary management, or script analysis. Interest in new play development, dramaturgy, directing or producing a definite plus.
- A real self-starter, capable of setting and meeting deadlines independently
- Strong communication skills, including demonstrated and effective writing and speaking
- Great attention to detail, fluent in Google Apps and Docs. Experience with databases a plus.
- Excellent proofreading and editing skills.
- Knowledge of the local and national new play scene a huge plus
- Must be collaborative, eager to learn, and dedicated to working in theatre

HOURS AND DURATION

10/1/17 – 4/15/18 (dates are negotiable). 5-10 hours a week; may be heavier at the submission deadline, end of grading & scoring phases, and during the final selection process. Most work can be done remotely, but regular meetings with the Literary Manager, and participation in other scheduled meetings may be necessary.

LOCATION

Playwrights Foundation, 1616 16th St, Suite 350, San Francisco CA 94103.

BENEFITS INCLUDE:

- Admission to all Playwrights Foundation events.
- Access to hundreds of new scripts
- The opportunity to connect with emerging playwrights
- Opportunities for involvement with the Bay Area Playwrights Festival, and other Playwrights Foundation programming
- A modest stipend

HOW TO APPLY

To apply, please submit a cover letter stating why you are interested in the position, a resume, two references, and a writing sample to hire@playwrightsfoundation.org with "Literary Associate" in the subject line. Deadline to apply is September 24, 2017. No calls, please.

Playwrights Foundation is a proud Equal Opportunity Employer and does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression.