PLAYWRITERS FOUNDATION – ARTISTIC ADMIN INTERN/FELLOW

Playwrights Foundation (PF), a center for new play development in San Francisco, is looking for an Artistic Admin Intern/Fellow to assist the Executive Artistic Director with company-wide artistic projects as well as assist with daily administration tasks. Learn more about our programs and 47 year history at playwrightsfoundation.org.

The Artistic Admin Intern/Fellow is designed for an early career theater artist or college student with an interest in the inner workings of a nonprofit playwright development organization. Assignments may include (but are not limited to) casting assistance, general correspondence with theater professionals, donors, vendors and others, copywriting, assisting with the rehearsal and presentation of monthly readings, special event planning, scheduling, front of house, and other daily office tasks such as filing or organization of office space. This position requires a creative, thoughtful and extremely proactive individual for whom no task is too small or too large, and who is willing to learn and stretch.

This is an unpaid volunteer position, reporting to the Executive Artistic Director, with a small stipend provided. Candidates must be available for a minimum 3-month term and maximum 6 month term starting February 2020 and can commit at least 10-15 hours per week. Some nights and weekends may be required.

Skills and Qualifications
● For Internship: Enrolled at a college or university, and in “good academic standing” as defined by your campus policy.
● For Fellowship: Graduation from a four-year college preferred, with references.
● Theatre experience in any discipline
● Strong communication skills, including demonstrated and effective writing and speaking
● Familiarity in Microsoft Office Suite, & Google Drive. Experience with databases a plus.
● Manages and completes multiple projects in a timely manner, with strong organizational skills.
● Reliable. Interns are responsible for getting themselves to and from work on time.

Program Benefits include:
● Admission to all Playwrights Foundation events.
● Recommendation letters (upon request).
● If using for an internship, the applicant must seek academic credit with their program advisor or dean. We will endeavor to provide documentation and evaluation to satisfy requirements for credit. All university requirements and paperwork must be presented on the first day of the internship.
● $300 Travel stipend.
● Participation in the lively Bay Area theater community.

To apply, please submit a cover letter and resume to hiring@playwrightsfoundation.org with “ARTISTIC ADMIN INTERN/FELLOW” in the subject line.