PLAYWRIGHTS FOUNDATION – BAY AREA PLAYWRIGHTS FESTIVAL INTERN

Playwrights Foundation (PF), a center for new play development in San Francisco, is looking for three enthusiastic, ambitious, and resourceful Interns to assist with our 2021 Bay Area Playwrights Festival.

This position is designed for an early career theater artist with an interest in the inner workings of a nonprofit playwright accelerator. Interns will have a focus on either casting, producing, or community relationships. However, Interns may assist with all aspects of festival production, including event planning, scheduling, social media, marketing, as well as daily office tasks. This role requires a creative, thoughtful and extremely proactive individual who is willing to learn and stretch. A background and/or education in theater is recommended but not mandatory; a passion for new plays and playwrights is preferred.

Casting
This intern will support the Casting Directors in putting together casts for five different readings within the Bay Area Playwrights Festival. The Casting Intern should be organized and detail oriented and ready to jump into the process feet first.

Producing
The Producing Intern will support the Festival Producer, Associate Producer, and Streaming Producer in creating a successful festival. The Producing Intern can expect to support the rehearsal process, assist with load-in and load-out of the theatre (if COVID conditions allow), and aid in the technical aspects of producing a hybrid theatrical festival that exists both in person and online.

Community Relationships
The Community Relationships Intern will assist the Community Relationships Manager. Depending on interest and experience, areas of focus may include festival marketing (ie. social media and emails), producing community engagement events, and creating exciting content/graphics (using Adobe Illustrator).

Seeking the following Qualities:
- Dedicated to diversity, inclusion, equity, access and anti-racism
- Eagerness to learn and contribute to a small team
- Values focused
- Relationship Centered
- Collaborative
- Resourceful
- Observant and intuitive
- Proactive problem solver
- Detail-oriented
- Self-starter, dynamic and able to thrive in a small but active environment
● Ability to work independently with a diverse team

Skills and Qualifications:
● Fluent in Google Suite and Docs.
● Strong communication skills
● Completes assignments/projects accurately and in a timely manner, as set by deadlines.
● Experience with online research, analyzing and organizing information desirable.
● A fine attention to detail.
● Reliable. Interns are responsible for completely remote work without direct supervision and getting themselves to and from work on time when in person.
● Strong organizational skills and a common sense approach to problem solving.

Program Benefits include:
● To learn about new play development from inside a professional organization
● Educational Seminars
● Free admission to all Playwrights Foundation events during the 2021 season
● Recommendation letters (upon request)
● We will endeavour to provide documentation and evaluation to satisfy requirements for academic credit. All university requirements and paperwork must be presented on the first day of the internship.
● Expense reimbursement of $500
● Participation in the lively Bay Area theater community

Hours/Duration: June 1st–July 31, 2021 (earlier or later start negotiable), 10-15 hours a week; increased hours, nights and weekends required during production July 10-26. A schedule will be discussed in the interview process. Location: Remote through June and in person during July (if COVID health conditions allow) at Playwrights Foundation, 1616 16th St, Suite 350, San Francisco CA 94103 and onsite at Potrero Stage Theatre.

To Apply: Please submit a cover letter and resumé to hiring@playwrightsfoundation.org with “Festival Intern” in the subject line. In your cover letter please include which internship/fellowship you are applying for: Casting, Producing, or Community Relationships.

At Playwrights Foundation, we celebrate diversity and seek to uphold inclusive and anti-racist practices. We are an equal opportunity employer and encourage applicants of all race, color, ancestry, religion, sex, national origin, sexual orientation, age, marital status, disability, gender identity or Veteran status to apply.