

**Job Description:**

**Associate Producer**

Playwrights Foundation, a center for new play development in San Francisco, is looking for a part-time Associate Producer to work closely with the Bay Area Playwrights Festival Producer and Community Relationships Manager to ensure a successful Festival, including the following duties outlined below. The ideal candidate would have experience in either production management; online theatre producing; and/or organizing special events within a nonprofit.

**Primary Job Duties:**

- Support the Community Relationships Manager in the production and technical aspects of special events, which will likely follow a hybrid model of online and in person offerings (if COVID-19 conditions allow)
- Be onsite to provide technical support for live streaming of the plays during the festival (if COVID-19 conditions allow)
- Collaborate with staff on overseeing seasonal volunteers and interns
- Assist in orchestrating COVID safe protocols (as needed)
- Support the Festival Producer & Technical Director in troubleshooting and addressing production issues
- Work with Playground staff to troubleshoot venue issues

**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

**Qualifications**

- Demonstrated excellence in organizational skills and attention to detail; ability to help drive projects to completion and multi-task
- Demonstrated analytical and critical thinking skills. Ability to use good judgment, take initiative and make recommendations in resolving problems and provide guidance to staff
- Knowledge of, or experience in, online streaming is a plus

**Hours & Schedule**



Avg. 20 hours per week June 1- July 30, 2021 at \$17/hr. *Work will start out remote and move to in person by July 2021 (if COVID conditions allow) so must have Bay Area housing.*

**How to apply**

Email a cover letter, resume, and references to [hire@playwrightsfoundation.org](mailto:hire@playwrightsfoundation.org) with the subject line Associate Producer to the attention of Jordan Ramirez Puckett, Festival Producer.

**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.**