Playwrights Foundation, a center for new play development that supports, empowers, and centers playwrights, is looking for a part time Artistic Producer to work closely with the Executive Artistic Director (EAD) to implement artistic, administrative, and production related tasks to support the success of our playwright centered programming. Playwrights Foundation is located in San Francisco, on the traditional lands of the Ramaytush Ohlone people.

The Artistic Producer will partner with the EAD and Literary Manager on tasks and processes to select and produce artistic programming ensuring effective planning, implementation, and evaluation. The Artistic Producer will serve as lead producer for our annual Bay Area Playwrights Festival (BAPF) and new play readings/workshops as well as support the Resident Playwrights Initiative (RPI), as time allows. The ideal candidate would have experience in event producing and/or literary management.

Primary Job Duties:

- Work with EAD to select, contract, and orient artistic teams; and create artistic processes that support each playwright’s needs for BAPF and additional readings/workshops throughout the year
- Manage casting process with contracted Casting Directors and coordinate necessary AEA communications, contracts, and general auditions
- Partner with Literary Manager on managing BAPF selection process with tasks including, but not limited to, reading scripts, coordinating readers, evaluating and improving application process, and additional administration support as needed
- Provide production management support including, but not limited to, rehearsal and public reading scheduling, coordination of production and artistic meetings, budget management and monitoring, rehearsal and public reading logistics, troubleshoot production issues, and other production related details.
- Hire and oversee production staff such as BAPF Technical Director and Production Assistants
- Partner with EAD on planning BAPF retreat, oversee the logistics, and attend retreat to help orient teams and support artistically
- Perform company management duties for out of town artists including securing travel to SF and locally, coordinating housing, and support needs while in San Francisco.
- Communicate regularly with staff and creative teams about production, rehearsal, and artistic needs; Maintain clear and regular communication between festival artists and staff about schedules, payment, artistic expectation, and other administrative issues
- Assist in creating and maintaining COVID safe working conditions for all festival artists and staff, if in person
- Partner with EAD on evaluation and documentation
- Advocate for PF plays and playwrights locally and nationally, as time allows
- Support producing needs for RPI, as time allows
- Oversee volunteers, as needed

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 and remotely with a diverse team

Qualifications
● At least 2 years experience in artistic theatre producing, new play development & artistic play selection experience a plus
● Proven organizational and time management skills, attention to detail, strong strategic and analytical thinking with an ability to manage multiple projects at once, set priorities, and meet deadlines.
● Experience in bringing together a team of people for a common goal and/or managing staff, volunteers, or interns/fellows
● Ability to take initiative, collaborate with others, and find creative solutions to new challenges
● Skilled at managing high stress situations and remaining positive and calm under pressure
● Production Management experience and/or Technical Theater knowledge a plus
● Good technical skills, experience with Google Suite a plus
● Must be able to push or pull objects weighing up to 30 pounds, and lift or carry objects weighing up to 15 pounds.

Hours & Schedule
For immediate Hire mid- February 2022. Year round, part time employee with an avg of 20 hours per week for roughly 1,040 hours per year. Hours fluctuate according to projects and deadlines with up to 40 hours during the Bay Area Playwrights Festival mid July-early August and sometimes 10 hours per week during slower periods. Occasional evening and weekend work required to support events. Work will primarily be remote with necessary in person support for public events so must have Bay Area housing.

Compensation
● $19/hour
● Half time holidays for a total of 5.5 days of paid holidays per year
● Sick Benefits
● Pre-Commuter Tax Benefits
● Flexible schedule

How to apply
Visit our application portal at this link. Click on the appropriate job link and submit a cover letter, resume, and references to the attention of Jessica Bird Beza, Executive Artistic Director. Interviews will be held on a rolling basis through February 18th, 2022 or until the position is filled.

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.