

## **Job Description:**

### **Literary Manager**

Playwrights Foundation (PF), a center for new play development that supports, empowers, and centers playwrights, is looking for a part time Literary Manager to work closely with the Executive Artistic Director (EAD) and Artistic Producer to manage the application processes and support programming for the Bay Area Playwrights Festival (BAPF) and Resident Playwright Program (RPP), provide dramaturgical support as needed, and advocate for Playwrights Foundation and alumni within the local and national community.

The Literary Manager is an active member of the staff throughout the year to support program implementation and fulfillment of PF's purpose, vision, and values. The ideal candidate would have experience in literary selection processes and have worked within a theater organization.

Playwrights Foundation is located in San Francisco, on the traditional lands of the Ramaytush Ohlone people.

### **Primary Job Duties:**

- Oversee, manage, innovate, document, and evaluate BAPF and RPP application processes in partnership with EAD and Artistic Producer
- Recruit, coordinate, and communicate with BAPF and RPP selection committees
- Support BAPF and RPP program implementation with EAD and Artistic Producer
- Establish relationships with the playwriting community and advocate for PF's programs
- Provide dramaturgical support for current and alum playwrights, as needed
- Advocate for PF plays and playwrights locally and nationally, as time allows
- Be an advocate within the theatre community for Playwrights Foundation, as time allows
- Oversee interns or fellows, as needed

### **Seeking the following Qualities:**

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

## Qualifications

- Demonstrated excellence in organizational skills and attention to detail; ability to help drive time-sensitive projects to completion and manage competing priorities
- Strong reading skills
- Ability to determine promising playwriting skills and interesting voices
- Demonstrated analytical and critical thinking skills. Ability to use good judgment, take initiative and make recommendations in resolving problems and provide guidance to staff
- Ability to analyze and manage large amounts of data
- Strong technical skills, must have experience with Google Suite and Microsoft Office, particularly spreadsheets
- Knowledge of, or experience in, dramaturgy is a plus

## Hours & Schedule

For immediate Hire by April 30, 2024. Year round, part time employee with an avg of 18 hours per week for roughly 936 hours per year. Hours fluctuate according to projects and deadlines with up to 40 hours during the biennial Bay Area Playwrights Festival and retreat weekends, sometimes 10-15 hours per week during slower periods. Occasional evening and weekend work required to support events.

## Location

Work primarily remote but in person events will be necessary. *Bay Area residence required.*

## Compensation

- \$23/hour
- Paid Time Off (PTO) Benefits, first year starts at 20 hrs, increases to 40 hrs in year 2, and additional increases in year 3, 5, & 7
- Half time holidays for a total of 5.5 days of paid holidays per year
- Additional Sick Benefits
- Pre-tax commuter benefits
- Flexible hybrid 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 April 2024 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.**