

## **Playwrights Project Program Manager**

### Position:

The Program Manager is a non-exempt employee reporting to the Executive Director. The position supports the implementation of Playwrights Project's playwriting programs conducted in schools, community centers and correctional facilities, play readings occurring throughout the year, and two full productions (typically presented in Spring and Fall). Play readings include an annual festival of plays in partnership with San Diego State University, presentations at conferences and community centers, and cold readings at the end of each playwriting series, including several performances inside correctional facilities in San Diego and Imperial County. Full productions include *Plays by Young Writers* (writers under age 19) and *Mosaic* (adult writers from community programs).

### Work Hours:

Full time, 40 hours per week. Work schedule includes school hours and occasional evening times, fluctuating based on program needs. Occasional weekend availability is also required.

### **DUTIES & RESPONSIBILITIES:**

#### ADMINISTRATIVE/PROGRAM COORDINATION (80%):

- Supports implementation of playwriting programs, readings & productions
- Tracks and summarizes TAs bi-monthly timecards
- Distributes and maintains records required for clearances at facilities
- Ensures that guests visiting facilities are informed of procedures and requirements
- Regularly updates contact information and documents communications
- Tracks activities, attendance, and maintains calendars
- Collects feedback from participants, artists, company, and partners for evaluation
- Prepare regular reports on activities and participation, organize and archive files
- Attend all assigned meetings, disseminating information, documenting take aways, and sharing directly with appropriate staff in a timely manner
- Maintains comprehensive participant files, including scanning and data entry
- Supports Teaching Artists gathering of supplies: scanning, copying, tracking, and organizing curricular materials and writing
- Assists with monthly invoicing related to program activities
- Assists with drafting contracts with artists and participants and tracks receipt
- Assists with scheduling Teaching Artists (TAs) who provide workshops
- Make effort to anticipate program challenges and communicate concerns to Director
- Liaison with production team, partners, participants and office staff, assuring information is communicated and timely follow up
- Coordinate casting, including auditions when held, preparing and distributing audition notices with office staff, helping schedule auditions with Production Stage Manager, preparing sides and forms; confirming audition schedules with auditioners, and staffing auditions, with support from the PSM and office staff, making casting offers with Producer(s)/Teaching Artists, preparing and collecting contracts

- Prepare check requests for submission to office staff in a timely manner for processing
- Support TAs or PSM in creating, updating and distributing contact sheets, rehearsal schedules, and scripts
- Support TAs or PSM in preparing for production meetings and technical rehearsals, in coordination with Director and Producer, and assuring reports are disseminated
- Additional duties as assigned

#### **DIRECT PROGRAM ACTIVITIES (20%):**

- Teach or co-teach up to 3 classes per week
- Observe and support teaching artists conducting playwriting workshops and residencies
- Attend and support key rehearsals, performances, community readings, and productions
- Direct supports at performances as needed (front of house, backstage, curtain speech, emcee/stage directions)
- Understand the mission and values of PWP and communicate them to partners
- Represent Playwrights Project with a high level of professionalism

#### **JOB REQUIREMENTS:**

##### **SKILLS**

- Knowledge of theatre and arts education
- Ability to teach playwriting
- General knowledge of office skills, use of office equipment
- Proficient/Intermediate knowledge of Microsoft Office and Google products is required
- Demonstrated strong written and verbal communication skills
- Action oriented; strong problem-solving skills
- Excellent time management, organizational, and planning skills
- Ability to work independently in a changing environment
- Multi-tasking skills, and strong commitment to meet and exceeding expectations
- Ability to work with others in a collaborative, team environment
- Initiative, accountability, enthusiasm, and willingness to pitch in whenever needed
- Integrity to handle sensitive information in a confidential manner
- Cultural competency and ability to work with diverse populations
- Professional image and demeanor

##### **EDUCATION**

- Post-secondary education in a related field or commensurate experience

##### **LANGUAGE SKILLS**

- Ability to read, write and speak English fluently
- Ability to read, write and speak Spanish fluently (not required, but preferred)

##### **PHYSICAL DEMANDS**

- Able to sit for prolonged periods of time at meetings, desk, computer
- Able to view a computer screen for an extended period of time
- Able to speak into and use a telephone
- Able to lift and transport up to 25 pounds

**WORK ENVIRONMENT**

- Fast-paced work with multi-level distractions
- Requires a balance of independent work and collaboration

**SPECIAL CONDITIONS**

- Ability to work flexible hours including evenings, weekends, and holidays, as needed
- Must be able to satisfy requirements for security clearances at correctional institutions
- Must have a valid California driver's license and auto insurance

**SALARY**

- Ranges between \$14-\$17/hr DOE
- Health care stipend available

If interested in joining our team, please submit your resume and a cover letter (2-page maximum) to: [efleet@playwrightsproject.org](mailto:efleet@playwrightsproject.org)

Please indicate in the Subject Line: Program Manager

Resumes and cover letters will be accepted until job is filled.

Please direct all inquiries to: [efleet@playwrightsproject.org](mailto:efleet@playwrightsproject.org)