

Literary Intern

Description: The intern will report directly to the Literary Manager. Intern will have the opportunity to engage in all aspects of season planning, new play development and the general ins and outs that keep the creative juices flowing at a professional Theatre company. Great opportunity for students pursuing careers in Theatre Administration, Arts Administration or Dramaturgy.

Learning Opportunities in this position:

- The Life of a New Play, from Page to Stage
- Script Analysis from the Producer's perspective
- Critical Writing Skills
- A Behind-the-Scenes look at how a professional theatre company puts on a show
- Basic Administrative Skills
- Filing System Maintenance
- Shadow Contract Writing

Duties Include but not limited to:

- Maintain Script Database
- Read and critique plays
- Attend, Take Notes and Distribute Meeting Minutes for Artistic Department Meetings
- Coordinate New Works Readings and Workshops
- Assist with Correspondence with Playwrights and Agents
- Dramaturgical and Actor Research

Specific Requirements:

- Theatre Major or Minor/English Major or Minor required
- Strong Attention to Detail
- Strong Organizational Skills
- Proficient with Microsoft Office
- Creative Thinking Skills
- Script Analysis Experience
- Advanced writing skills a must