



ARTISTIC AND EVENTS ASSOCIATE

San Francisco Playhouse is the second-largest nonprofit theatre company in San Francisco. Now in our 20th Season, we have grown from a tiny storefront to our current 200-seat theatre near Union Square. We are powered by a small but mighty team of energetic and innovative theatre lovers. Founded in 2003 as a 501(c)3 not-for-profit theatre company, our programming includes a six-play mainstage season and a three-play Sandbox Series of world premieres, plus a Rising Star Education Program for high school students. Refer to our website, sfplayhouse.org, for more information on our company.

The Artistic and Events Associate will report to the Associate Artistic Director. The Associate will contribute to season planning, new play development, and development event coordination. Associate will work within Artistic and Development departments along with Associate Artistic Director.

Hours: 10-20 hours weekly, some evenings and weekends required.

Compensation: \$17- \$20 based on experience.

Status: Part-time, Hourly, Non-exempt

Location: Hybrid work from home and in person but subject to change.

Duties Include but not limited to:

- Assist Associate Artistic Director and Artistic Director in Season Planning
- Maintain Script Database
- Read and Critique plays
- Attend, Take Notes, and Distribute Meeting Minutes for Artistic Department Meetings
- Schedule and Coordinate New Works Readings and Workshops
- Assist with Correspondence with Playwrights and Agents
- Dramaturgical and Actor Research
- Create and Send Development Event Invites
- Assist with Development Events



ARTISTIC AND EVENTS ASSOCIATE (continued)

- Attend Development Department Meetings
- Invite Artistic and Community Leaders to Productions
- Other Duties as Assigned

Specific Requirements:

- Experience and interest in theatre, particularly in new and contemporary plays
- Flexibility and ability to work and meet deadlines on multiple tasks simultaneously
- Strong interpersonal skills, including ability to collaborate effectively with others
- Willingness to take initiative and work independently
- Superb organizational skills and attention to detail
- Technically savvy
- The ideal candidate will be an exceptional communicator, and problem solver with both a creative mind and a passion for the mission of San Francisco Playhouse

How To Apply:

Tell us why you are the ideal person for this job.

Please send your resume and cover letter to Jobs@sfplayhouse.org. Please be sure to include the position title in the subject line of the email. Due to the heavy volume of resumes received, emails that do not include the job title in the subject line of the email may not be considered. In the cover letter, please indicate how you became aware of this position, e.g., name of website, current or most recent employer, other source.