

WRITERS THEATRE – LITERARY AND ENGAGEMENT MANAGER POSTING



Position: Literary and Engagement Manager
Location: Glencoe, IL/Chicago, IL (Hybrid)
Department: Artistic
Reports to: Director of Artistic Development
Classification: Full-Time; Exempt; Annual
Salary: \$50,000; benefit eligible

ABOUT WRITERS THEATRE

Writers Theatre (WT) is a nationally recognized, award-winning theater company located on Chicago's North Shore, acclaimed for its intimate productions, bold new work, and exceptional artistry. With a commitment to telling powerful stories and serving as a cultural anchor in our community, we strive to create transformative experiences both on and off the stage. With an annual operating budget of \$6.5 Million, the theatre, now in its 35th season, is a major Chicagoland cultural destination with a national reputation for excellence, being called "America's finest regional theater company" by The Wall Street Journal. Under the leadership of Executive Director Kathryn M. Lipuma and Alexandra C. and John D. Nichols Artistic Director Braden Abraham, the company is charting a path forward for its future.

POSITION SUMMARY

The Literary and Engagement Manager provides key administrative and creative support for Writers Theatre's artistic and engagement initiatives. The position will serve as the lead producer of the theatre's audience engagement programming that accompanies and complements the mainstage season, building deeper relationships between audiences and the art and artists. They will also support the artistic department in the day-to-day departmental functions of its dramaturgy, new work and season planning activities.

DUTIES AND RESPONSIBILITIES

Audience Engagement

- Conceptualize a season of audience engagement programming to compliment the mainstage subscription season, in partnership with Director of Artistic Development (DAD).
- Produce the line-up of audience engagement offerings that accompany the mainstage subscription season, including artist interviews (The Green Room series), audience discussions (The Final Word series), reading groups, and curated panels, lectures and special events.
- Manage the engagement budget, track expenses and facilitate payments to guest participants.
- Coordinate with other departments on the space, equipment and staffing needs of each event. Provide the information necessary for events to be listed and promoted on the website, social media and elsewhere.
- Foster and develop relationships with academic, cultural and community experts and partners for future engagement programming.
- Serve as a public face of WT to audiences and community members in attendance at engagement programs and other events.

Literary Management

- Oversee the in- and out-flow of scripts through the office.
- Oversee the maintenance of the script database and office library.
- Read and evaluate script submissions.
- Solicit prospective scripts for development and production.

- Schedule regular meetings for literary/artistic staff to discuss and exchange scripts. Lead the meeting on occasion.
- Represent WT by attending productions and readings, locally and sometimes nationally, to scout talent and to support artists with whom WT has relationships.
- Track developmental readings and productions at peer theaters, locally and nationally.
- Foster relationships and maintain correspondence with playwrights and their agents.
- Assist the Artistic Director and DAD with project selection for future mainstage seasons and supplemental programming.
- Assist the DAD with WT's new work development program, including commissions, readings and workshops, and a planned new play festival.
- Administratively support the producing of developmental readings and workshops, including coordinating space, equipment, hiring, promotion and attendance needs.

Dramaturgy and Production Support

- Provide dramaturgical support to mainstage productions during the season as needed, in collaboration with DAD.
- Write and develop dramaturgical content for audiences, including program/website articles and interviews, lobby displays and digital slideshows, in collaboration with DAD.
- Lead talks and conversations with audience and donor groups, as needed.

QUALIFICATIONS

- Prior experience in literary management, dramaturgy, event curation or relevant fields.
- Strong understanding of WT's mission and knowledge of our production history.
- Genuine passion for the artistic process, making theatre accessible to the general public, and the development of original works for the stage.
- Excellent interpersonal, written, and verbal communication skills. Skilled proofreader and copyeditor.
- Organized, responsible and adaptable, with a curiosity for the work and a passion for problem-solving.
- Able to work independently and collaboratively, prioritize a wide variety of tasks, and meet diverse deadlines.
- Comfortable with a hybrid work environment, working at least 3 days per week in office, and with frequent evening/weekend/holiday hours.
- A commitment to ethical conduct in all aspects of the work environment.
- A commitment to creating a just, equitable and inclusive work environment.
- A commit to the protection of confidential information to which this position has access.
- Experience with Microsoft Office Suite and Google Suite. Tessitura experience a plus.
- Must be able to remain in a stationary position for periods of time while working at a computer, as well as active periods of time moving about inside the office and theatre buildings to access necessary materials and equipment and host events.

Work Environment

- General administrative work hours are Monday through Friday, 9:30 - 5:30 pm
- Evening, weekend, and holiday hours will be necessary.
- This is a hybrid work position, with offices/theatre building located in Glencoe, IL steps away from the Glencoe Metra station and Pace Bus station.

Benefits include: medical, dental and disability insurance, vacation and other paid leave, a 403(b)-retirement plan (with employer match) and medical and dependent care cafeteria plans.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

TO APPLY

Submit a **resume** and a brief **statement of interest** (video, audio, or written, 500 words/3 minutes long or less) **via [this form](#)**.

If you have questions about the position or application, please reach out to Bobby Kennedy, Director of Artistic Development, at bkennedy@writerstheatre.org. No phone calls please.

We acknowledge that experience comes in many forms. This position requires the skills listed, but they are not a prerequisite for employment. If your prior experience does not exactly align with each qualification, but you have a passion for new plays, research and writing, and facilitating public events, please do not hesitate to apply.

WT is an equal opportunity employer, dedicated to creating and sustaining a diverse and inclusive organizational culture and promoting a safe, supportive, and collaborative work environment conducive to professional and personal growth. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, or veteran status.

Please find more information on our culture and specific policies at the following links:

- <https://www.writerstheatre.org/about/work-with-us>
- <https://www.writerstheatre.org/about/mission-values>