

Playwrights Project

Contest Coordinator – 2025 California Young Playwrights Contest

Job Description

Mission

Since 1985, Playwrights Project has been empowering people of all ages and backgrounds to voice stories through theatre, inspiring individual growth and meaningful community connections. Programs include playwriting programs in schools and disenfranchised communities (primarily system involved youth and adults), a statewide playwriting contest for youth, community performances, and professional productions: *Plays by Young Writers* (winning scripts from the contest) and *Mosaic* (plays by adults in our community programs).

Position:

The Contest Coordinator is a non-exempt employee reporting to the Youth Programs Manager. The position coordinates the *2025 California Young Playwrights Contest*. This seasonal position starts with planning meetings and reader/letter writer outreach in May, script evaluation June-August, winner selection in September. A culminating event celebrating the winners is held in November.

Responsibilities:

- Participate in establishing and adherence to *Contest* timetable
- Reads and evaluates all scripts submitted to *Contest* (Estimated high of 500 scripts)
- Assembles panel of volunteer script readers and contracted letter writers
- Conducts digital and/or in-person orientation of volunteer reviewers and letter writers
- Facilitates letter writer contracts and volunteer reader agreements
 - Employment contracts and volunteer agreements: updates template, distributes, collects letter writer contracts and volunteer readers' agreements (which will include a statement of confidentiality), tracks receipt of documents
 - Approves timecards for all letter writers
- Reads and edits all letters to assure they are sensitive and respond appropriately to the plays.
- Completes script evaluation letters for 25-50 *Contest* submissions.
- Communicates with Admin. Assistant regarding number of submissions, updating of *Contest* entries Google sheet, and feedback received from readers and writers
- Corresponds with all script reviewers regarding script assignments, submission of script evaluations and feedback letters
- Advises on script selection
 - Coordinates with Admin. Assistant who culls scripts for top 35-50 scripts to submit to Executive Director & Youth Programs Manager for review
 - With Executive Director & Youth Programs Manager, determines top 10-12 scripts to send to final judges
 - Coordinates judges: Sends scripts to judges; collects and cull judges' comments
 - Reviews judges' comments with Executive Director and Youth Programs Manager to determine winners

For all activities, maintain calendars, and records of communications; assist with marketing programs to schools; report on activities.

Required Skills and Experience

The successful candidate will have proven commitment to arts education; excellent written and verbal communication skills; dramaturgical experience, experience developing new plays, and communicating the playwrighting process in an age appropriate manner; strong organizational skills and a collaborative work ethic.

Work Hours

This is a seasonal contract for a maximum of 175 hours in May to October 2025; hours per week fluctuate, and the work schedule beyond designated performance dates and deadlines is flexible.

We welcome the Contest Coordinator to participate as a presenter in the announcement of the winners at our annual *Lights Up!* Celebration in the fall and the Opening Night of the *Plays by Young Writers* Festival (for which complimentary tickets are provided). This is typically held on a Saturday afternoon in October/November, and we recognize that it may pose a conflict for theatre artists, so attendance is not required but is strongly encouraged.

Wages

Wages are paid on an hourly basis based on billable hours not to exceed 175 hours in the contract period. Pay scale ranges from \$17.25-\$18/hour, depending on experience.

To Apply

Submit resume and letter of interest to write@playwrightsproject.org. Include Contest Coordinator in subject line. Seeking immediate hire; position open until filled.