



## Literary Manager

The Literary Manager works directly with the Artistic Director to read, scout, and evaluate scripts for The Ensemble. They build relationships with writers and agents, and facilitate the organization's play selection process. Ultimately, the position is what the individual will make of it. All Ensemble members are encouraged to create, pitch, and pursue their own ideas for themselves, their departments, and The Ensemble as a whole.

### ***Typical duties include:***

#### **Season Planning**

- Use ongoing Ensemble feedback to seek out scripts for potential production to be read as a group
- Lead facilitation of Ensemble play readings and conversations
- Lead WET Book Club — a chance for Ensemble members to further participate in play selection
- Review and process any and all literary pitches that come in throughout the year

#### **Database Management**

- Maintain organization of The Ensemble's script database
- Oversee the process for written play coverage and summary for our archives
- Facilitate requests from Ensemble members for specific scripts and add them to the database
- Keep track of script demographics for maximum value alignment in the plays we read

#### **Community Presence**

- Serve as WET's external literary contact for our communities
- Connect with other literary managers, playwrights, and dramaturgs in our communities
- Attend readings, workshops, and performances of new plays as desired
- Maintain awareness of emerging and exciting playwrights globally

#### **Connect with other Departments**

- Work with Leadership to obtain rights for scripts we wish to produce
- Work with dramaturg(s) on production needs as desired (lobby displays, dramaturgy packets)
- Collaborate with Marketing team on blog posts or provide literary expertise on messaging

### ***Desired Interests:***

- A genuine interest in theatre and in working with the public.
- Commitment to education & practice of racial equity, anti-racism, accessibility & social justice.
- A deep desire for our collective success.
- Excellent communications skills, both written and verbal.
- A demonstrated ability to work effectively, both independently and as a team member.
- Ability to work a flexible schedule, including regular evening and weekend hours.
- Ability to multitask in a fast paced, high energy environment with seasonal workflow changes.

*Please note this is a volunteer position with a small quarterly stipend. For more info, visit our **Ensemble Recruitment Information and Process** document on the **WORK WITH US** page of our website.*