

POSITION ANNOUNCEMENT LITERARY MANAGER



POSTING DATE: November 2020
STATUS: Full-Time
REPORTS TO: Artistic Director
POSITION AVAILABLE: January 4, 2021

ABOUT ROUND HOUSE THEATRE

Round House Theatre is one of the “Big Six” professional theatres in the Washington, DC area, with “a renovation matching [its] upgrade in recent years as a purveyor of dramatic art” (Peter Marks, *The Washington Post*). A nonprofit professional LORT theatre with an annual budget of more than \$6 million located in suburban Washington, DC (Bethesda and Silver Spring, MD), Round House Theatre is a theatre for everyone which enriches its community with bold, outstanding theatrical and educational experiences that inspire empathy and demand conversation. Round House produces a six-show season of new plays, modern classics, and musicals for more than 50,000 patrons each year at its newly renovated 350-seat theatre in Bethesda in addition to providing educational programs for more than 5,000 students of all ages at its six-classroom Education Center in Silver Spring, in schools throughout Montgomery County, and at the Bethesda theatre.

JOB DESCRIPTION

The Literary Manager is responsible for administering all script submissions and assisting the Artistic Director and Associate Artistic Director in maintaining relationships with playwrights and agents; supporting the Artistic Director in ensuring that Round House Theatre considers works that uphold its commitment to inclusion, diversity, equity, and accessibility; coordinating and participating in discussions about season selection; traveling nationally to scout new plays and playwrights; serving as dramaturg on all mainstage productions; and coordinating with the Public Relations and Partnerships Manager on community engagement throughout the season. Round House seeks candidates who will work in support of our [mission and values](#) and who share our [Commitment to Anti-Racism](#). *This position requires a facility with, and love for, reading and writing.* The ideal candidate will have the ability to efficiently evaluate and organize scripts, produce large quantities of clear writing, and accurately edit materials in keeping with the institutional style guide. The position will be based primarily at the Theatre in Bethesda, but may be required to work some hours at the Administrative Offices in Silver Spring. Position will include significant weekend and evening hours.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Literary Management**
 - Read, evaluate, recommend, and respond to submissions of new full-length plays, with a focus on continuing to diversify the pool of playwrights Round House considers (diversity includes but is not limited to race, gender, sexual orientation, religion, nationality, physical ability, citizenship status, and neurodiversity).
 - Coordinate with Artistic Director and Associate Artistic Director on script solicitation, correspondence, and development of playwright/theatre relationships.
 - Stay up-to-date on national and international new-play developments, with particular focus on female playwrights and playwrights of color who are eligible for inclusion in the Equal Play commissioning program.
 - With Artistic Director and Associate Artistic Director, plan and execute all commissions and work with playwrights and agents to fulfill commission requirements.
 - Participate in the planning and production of the Round House New Play Festival.

- Travel as needed to new play festivals/conferences to scout new work, as well as to peer theatres throughout the country.
- Serve as Round House's representative to the National New Play Network.
- Maintain script library of past, current, and possible production scripts.
- Organize and facilitate script reading groups and meetings within the Artistic Department and for the broader Round House staff and board.
- **Production Dramaturgy**
 - Serve as Dramaturg for all mainstage productions, and on readings and workshops of commissioned plays in progress.
 - Write all dramaturgical content for RHT publications, including articles for programs, board updates, and lobby displays. Copyedit materials that circulate through the department for approval.
 - Manage pre- and post-show discussions, including developing objectives of discussions, moderating discussions, and training apprentices and others to lead discussions.
- **Engagement and Enrichment**
 - Work closely with the Public Relations and Partnerships Manager on Round House's community engagement efforts on a production-by-production and long-term basis.
 - Identify and partner with experts and activist organizations for productions that feature specific issues or sensitive conversations. As appropriate, include these experts in rehearsal room support on a production-by-production basis.
 - Invite experts and advocates to address the Round House audience in talkbacks, panels, and roundtables on a production-by-production basis.
 - Prioritize engagement with communities and organizations not traditionally served by American theatrical institutions in order to further Round House's priorities of inclusion, diversity, equity, and accessibility. Work to create a welcoming and open environment for those who are new to the Round House community.
 - Brainstorm methods to activate Round House as a community space, including public exhibitions, workshops for partner organizations, and community events associated with specific productions.
 - Work with Associate Artistic Director and Accessibility Consultant to create materials for Relaxed Performances.
- **Other**
 - Help to coordinate, and speak at, various outreach and in-house activities and public presentations, such as donor and volunteer events.
 - Serve as Dramaturg Mentor for the Teen Performance Company.
 - Attend meetings, rehearsals, previews, performances and special events as needed.
 - Generate artistic copy for marketing, development, and grant-writing materials as needed.
 - Copyedit institutional materials as needed.

PREFERRED QUALIFICATIONS & CAPABILITIES

- Experience in the field of dramaturgy and literary management.
- Experience reading and evaluating new plays.
- Significant writing and editing experience.
- Experience as a production dramaturg in a rehearsal setting.
- Experience working with playwrights in the development/production of their work.

* The responsibilities, competencies, and expectations outlined below are representative, not exhaustive.

Responsibilities may shift as needed to best align with organizational needs.

SALARY & BENEFITS

- Salary range: \$45,000 - \$50,000.
- Health insurance – Choice of fully-funded HMO or optional PPO.
- Dental, Life and Long-Term Disability Insurance.
- Generous paid time off, including annual, personal, and sick leave.

HOW TO APPLY

Submit a cover letter, writing sample, and resume to jobs@roundhousetheatre.org. Round House Theatre is an Equal Opportunity Employer. Persons from diverse backgrounds are strongly encouraged to apply. For more information about Round House Theatre, please visit RoundHouseTheatre.org. No phone calls please.