

PLAYWRIGHTS' CENTER

University Programs and Partnerships Assistant

Reports to: Director of University Programs and Partnerships

Position Summary: The University Programs and Partnerships Assistant will provide support for all aspects of University Programs and Partnerships at the Playwrights' Center, including New Plays on Campus (NPOC) memberships, University Courses, the Core Apprentice program, and all other higher education initiatives.

Duties and responsibilities:

New Plays on Campus (NPOC) Memberships

- Assist the Director of University Programs and Partnerships in researching prospective NPOC schools, investigating student and faculty needs, and recruiting new members.
- Correspond with current NPOC schools about membership renewals and educational resources and opportunities.
- Maintain a database of NPOC members and process membership renewals.

University Courses Program

- Work with the Director of University Programs and Partnerships and Augsburg University's Center for Global Education and Experience to solidify affiliation agreements with partner institutions.
- Provide administrative support for online courses in areas of scheduling, compiling teaching and training materials, and tracking students' accessibility needs.
- Maintain a database of partner institutions and enrolled students.
- Research prospective partner institutions.

Core Apprentice Program

- Provide administrative support during the Core Apprentice application and selection process, including communication with readers and evaluators and correspondence with NPOC schools.
- Organize transportation and meals for Core Apprentices and schedule their conversations with local theater leaders and Playwrights' Center Fellows during the PlayLabs Festival and the Core Apprentice Intensive.
- Assist the Director of University Programs and Partnerships in setting up and monitoring Core Apprentice mentorships throughout the year.

Other Higher Education Initiatives and General Support

- Work with the Director of University Programs and Partnerships to organize events, focus groups, and new NPOC resources.
- Assist the Director of University Programs and Partnerships in reconciling the budget.
- Provide other support for University Programs and Partnerships, as needed.

Desired qualifications and experience:

- At least one year of administrative experience
- Exceptional organizational and problem-solving skills
- Excellent communication skills, especially in writing
- Interest in creating and maintaining systems for tracking data and communication (experience with database management a plus)
- Proficiency in Google Docs and Google Sheets
- Flexible and eager to learn in a new and growing department
- Curious and passionate about innovation in higher education programming

The University Programs and Partnerships Assistant is a part-time, 15-18 hours per week position based in Minneapolis. The position is paid in a range of \$17-\$18/hour, and hours are flexible. Benefits include NICE Healthcare and paid time off for holidays and sick days.

The Playwrights' Center is an equal opportunity employer committed to the perspective of all voices in every aspect of our organization and its practice. We strive to create a dynamic work environment that values diversity and inclusion, respect and integrity, service, and innovation. We encourage all interested parties to apply.

Interested candidates should send a cover letter and resumé to:

hr@pwcenter.org

Application Deadline: September 11, 2020

EOE