Casting and Producing Associate

Job Description
40 hours/week - Full-Time
Reports to: Associate Artistic Director (AAD)

Position Summary:
The Casting and Producing Associate is responsible for casting workshops at the Playwrights’ Center and supporting all workshop administration and production for the 75+ workshops we produce each season. This position requires flexible hours, which include working evenings and weekends as necessary.

Responsibilities:
CASTING (60%)
- Familiarizing oneself with the scripts for all workshops (ie. spending 30-45 minutes reviewing each script) to develop casting ideas that are well informed by the nature of the text, the writer’s sensibilities, and the particular identities of the characters.
- Casting (and recasting as needed) all workshops at the Playwrights’ Center in conversation with the Associate Artistic Director (AAD), Fellowship Director (FD), and the playwrights. This includes conversations with the playwrights, the AAD, etc to understand workshop needs.
- Serving as the first point of contact for any workshop replacement casting needs, including on evenings and weekends
- Continually update artistic and casting spreadsheets, databases, and the like; relay pertinent information to company manager (when travel and/or accommodations are needed) and apprentice stage manager
• Attending weekly meetings with AAD, Artistic Programs Manager (APM) & Fellowship Director to discuss workshop casting and producorial needs including special requests from playwrights and directors, navigating artists’ scheduling conflicts, etc.

• Set up and manage the annual general auditions and occasional other auditions that happen throughout the season

• Actively attend shows throughout the Twin Cities to continuously grow knowledge base and awareness of the local acting/artistic community

• Manage and update the database for actor contacts

**PRODUCING (40%)**

• Assist the Associate Artistic Director in leading workshop kickoffs and demonstrating human-centered care, warmth, and hospitality to all incoming guest artists

• Assist the AAD, FD and APM on the administration and production needs for the workshops, including scheduling meetings, relaying information between artists and technical staff, etc.

• Attend weekend rehearsals for the public reading series and occasional other workshops as needed (approx. 12 times/year)

• Communicate policies to artists before workshops and track and record information as needed; ensure that all workshops are in adherence to Actors Equity Association guidelines in regards to scheduling and the like

• General support of Company Manager as challenges may arise and members of the Artistic Producing team are called-in for support. Responsibilities may include but are not limited to assisting in rebooking travel/accommodations

**Skills/Experience:**

• Minimum 3 years of experience in theater; specific experience with new work is a plus

• Previous experience in casting, directing, and/or producing at producing theaters
and/or new play development organizations

- Knowledge of the Twin Cities acting/artist community
- Project Management: ability to manage/prioritize multiple projects simultaneously; excellent time management and detail-oriented organizational skills; proactive approach to addressing needs for upcoming projects; experience and confidence in creating systems to improve current processes or adapting current systems to work more effectively
- Excellent communication skills (written and verbal), strong collaboration skills and an ability to approach challenges that arise with calm, clear communication with all stakeholders, and a can-do, problem-solving mindset.
- Experience in and commitment to working with diverse groups in terms of gender expression, race, sexual orientation, religion, ability, age, and class and an understanding of how that relates to expansive and inclusive casting decisions and artist support

**Compensation:**

$42 - 45K/year, DOE. Benefits include health insurance, paid time off in addition to holiday PTO, and an optional IRA plan.

Playwrights' Center is an equal opportunity employer committed to the perspective of all voices in every aspect of our organization and its practice. We celebrate diversity and strive to create a dynamic work environment that values inclusion, respect and integrity, service, and innovation. We seek to recruit, develop, and retain the most talented people from a diverse candidate pool.

**How To Apply:**

Interested candidates should send a cover letter and résumé to: hr@pwcenter.org and
include “Casting and Producing Associate” in the subject line.

Priority will be given to applications submitted prior to Friday, July 28*.

* This position was previously advertised. If you have already applied for this role in the past there is no need to re-apply as all previous applications are being re-considered.

General accessibility information for the Playwrights’ Center can be found at pwcenter.org/accessibility and we are happy to answer other accessibility questions sent to hr@pwcenter.org.