Marcia Légère Student Play Festival Producer – 19-20 Season

**Hours:** Variable, depending on needs of festival

**Start/end dates:** Flexible – August/September, 2019 through April/May, 2020

**Reports to:** Sandy Peterson, Wisconsin Union Theater staff member

**Number of positions available:** One

**About the Festival:** The Marcia Légère Student Play Festival engages students in writing, producing, directing, and performing original works for the stage. An annual contest solicits short play contributions from UW-Madison students during the fall semester; plays are produced and performed in the Play Circle in the spring. Students provide the creative and organizational energy for the festival, advised by members of the Wisconsin Union Theater staff and guided by UW-Madison faculty and alumni. The Marcia Légère Student Play Festival is a program of the Wisconsin Union Directorate Performing Arts Committee. In addition to the playwriting competition and production of winning plays, the festival creates opportunities for students to learn from and work directly with professional playwrights.

The producer will support programs meant to engage students at UW-Madison in writing plays and working with professional playwrights. The producer will have primary responsibility for facilitating and implementing the Marcia Légère Student Play Festival.

**Scheduled events:**

- **January 22, 2020:** Meeting for Directors & Playwrights, facilitated by Playwright Seth Bockley
- **March 1-7, 2020:** Marcia Légère Student Play Festival production week, with tech and rehearsals culminating in performances on March 5, 6 & 7

**Producer responsibilities include:**

- Learn about the history of the festival and identify best practices based on prior years’ experiences (where applicable)
- Learn about and adhere to festival producing ethics
- Put together calendar of submission deadlines for MLSPF playwriting
- With student volunteers, coordinate all communications for festival submissions process and playwriting residency activities
- Coordinate play submission process
- Recruit judges and coordinate process for getting judge feedback and determining winners of the contest
- Develop activities and events to support and encourage student playwriting to encourage participation in the festival
- Attend WUD PAC committee meetings and meet with the WUD PAC director at least twice per semester to keep them informed of your work
- Provide “post mortem” notes that can be passed along to the next festival team

**Skills needed:**

- Prior experience in the writing and/or producing of theatrical plays
- Ability to recruit and motivate volunteers
- Good communication skills, both in writing and in person
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- Ability to organize complex projects involving many details
- Ability to set production calendar and meet deadlines
- Willingness to work with professionals in the field, receive feedback, and ask for help

Additional qualifications:

- Must be currently enrolled student at UW-Madison during 19-20 academic year
- Must be available to work during key dates listed on previous page
- Must be able to keep regular office hours at the Wisconsin Union Theater offices at Memorial Union

Remuneration: $1800 for the year, paid monthly

To apply:

- Submit current resume and cover letter to Sandy Peterson at skpeterson4@wisc.edu. Cover letter should provide reasons for the applicant’s interest in the position and resume should show qualifications for the job
- Submission must be received by Friday, May 17 at noon
- Applicant must be available for phone or in-person interview between May 20-31, 2019 (some flexibility can apply to this date range)
- Selection will be made once interviews are complete

Questions about the position can be directed to:

Sandy Peterson
skpeterson4@wisc.edu
608-262-2202