Marcia Légère Student Play Festival Intern – 15-16 Season

**Hours:** Variable, depending on needs of festival. Anticipated average 10 hours per week.

**Start/end dates:** September 1, 2015 through May 1, 2016

**Reports to:** Heather Good, Wisconsin Union Theater staff member

**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 Fredric March 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.

**Scheduled events:**

- **October 1-3, 2015:** Wisconsin Wrights held in the Fredric March Play Circle. Produced in partnership with Forward Theater, this event includes three staged readings of plays written by playwrights in Wisconsin.
- **March 6-12, 2016:** Marcia Légère Student Play Festival production week, with tech and rehearsals culminating in performances on March 11 & 12.

**Intern responsibilities include:**

- Learn about the history of the festival and identify best practices based on prior years’ experiences.
- Recruit a team of student volunteers who will work together on producing the festival. Assign duties to these team members and serve as leader of the team. This intern is not required to single-handedly do all the work of producing the festival, but is responsible for finding capable volunteers and motivating and supervising their work.
- Put together annual calendar of events, including deadlines for play submission, auditions, and rehearsals.
- Work with Forward Theater on engaging students in Wisconsin Wrights and connecting it to the Marcia Légère Student Play Festival. Use this event to generate awareness of and interest in the student playwriting competition.
- With student volunteers, coordinate all communications for festival activities, including call for submissions, call for directors, actor auditions, and performances.
- Coordinate play submission process.
- Recruit judges and coordinate process for getting judge feedback and determining winners of the contest.
- Oversee production of winning plays during the week of March 6-12, 2016, including recruitment and selection of directors, actor auditions, and coordination of week-of-show logistics with Theater staff.
- Work with Theater staff to develop festival budget and to ensure that the event fits within the budget.
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- Develop activities and events to support and encourage student playwriting, directing, acting and producing and to encourage participation in the festival. For example, put together a playwriting workshop in the fall to encourage high quality play submissions to the festival.
- Following the festival in March 2016, update “how to” manual for the festival and 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.
- 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 15-16 academic year.
- Must be available to work during Wisconsin Wrights (Oct. 1-3, 2015) and Marcia Légère Student Play Festival week (March 6-12, 2016).
- Must be able to keep regular office hours at the Wisconsin Union Theater offices at Memorial Union.

Remuneration: $3000 annual stipend, payable in two installments (fall & spring)

To apply:

- Submit current resume and cover letter to Heather Good at heather.good@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 noon on Friday, August 7, 2015.
- Applicant must be available for phone or in-person interview during week of August 10, 2015.
- Selection will be made and all applicants will be notified by August 20, 2015.

Questions about the position and application process can be directed to:

Heather Good
Heather.good@wisc.edu
608-263-6825