

New Dramatists – Temporary/Part-Time Playwrights' Lab Assistant



New Dramatists seeks a part-time Playwrights' Lab Assistant to support artist-centered residencies and new work/new ways developmental processes. Reporting to the Playwrights' Lab Director, the Lab Assistant will work with the Artistic Director and the programming team to efficiently manage a high-volume, rigorous creative Laboratory and ensure smooth implementation of New Dramatists' artistic programs, including one and two-day readings, extended working sessions, and retreats. Additionally, the Playwrights' Lab Assistant is responsible for workroom support, including (but not limited to) acting as COVID Safety Manager, stage manager, facilitate Zoom meetings/readings, maintain the office/hospitality supplies, physical spaces, and technical equipment. This role will also engage extensively with the company of writers and extended company of collaborators. This is a non-exempt, temporary part-time position scheduled to run from **Sept 2nd, 2025 – June 30th, 2026**. In-person work is required and expected, with the occasional ability to work remotely IF the programming calendar and work schedule allow it. The Assistant will also act as a liaison between the New Dramatists building on 44th Street and our temporary residency at Houghton Hall (22 E 30th St.).

The position is compensated at an hourly rate with a range of \$17 - \$18.00/hour, depending on the assistant's level of experience. All employees are expected to comply with New Dramatists' COVID work policies (to be distributed during orientation, and available beforehand upon request).

Knowledge, Skills, and Qualifications:

REQUIRED:

- Bachelor's degree or equivalent combined work experience (4+ years).
- Applicants should have at least 20-26 hours per week available between 10-6pm for New Dramatists' work.
- Proficiency with MS Office suite (Outlook, Word, Teams, Excel).
- Prior experience with Zoom.
- Knowledge of basic technical tools is required (hammer, screwdriver, soft mallet, etc.).

PREFERRED:

- Strong preference for experience w/Adobe reader, and with printers/photocopiers/scanners.
- Prior experience with a CRM database, with preference for PatronManager (Salesforce).
- Familiarity with AirTable.
- Prior experience as a stage manager/company manager/production manager, and/or expanded knowledge of technical and virtual theatre tools.
- Expanded technical theatre experience (light board operations, sound recording/ editing/playback equipment, etc.).

Not sure you meet 100% of our qualifications? If you believe that you could excel in this role, we encourage you to apply. We are dedicated to considering a broad array of candidates, including those with diverse workplace experiences and backgrounds. If this role and New Dramatists capture your attention, we encourage you to introduce yourself to us.

New Dramatists is committed to equal opportunity and access across our organization, and we do not discriminate based on age, disability, ethnicity, gender, national origin, race, religion, sex, sexual orientation, veteran status, or any other protected category as established by applicable law, including federal law, New York state law, and the New York City Human Rights Law (NYCHRL). In addition, New Dramatists considers all requests for reasonable accommodations in employment and work activities, in accordance with applicable law. For more information about New Dramatists as a workplace, visit: <https://newdramatists.org/our-mission-history-and-values>

TO APPLY: Please email a PDF of a cover letter and resume to Jenna Spiwack, Business Manager, at jobs@newdramatists.org with the subject line **Playwrights' Lab Assistant**. For best consideration please submit your application by 6:00 pm EST August 1st, 2025. Materials will be reviewed until the position is filled.

About New Dramatists

New Dramatists is a nationally recognized playwright center and new play laboratory. Our mission is to provide playwrights with time, space, and resources in the company of gifted peers to create work, realize their artistic potential, and make lasting contributions to the theatre. For more information, visit <https://newdramatists.org>.