



Student Writing Project Manager

Independent Contractor

Constellation Stage & Screen is seeking an independent contractor to manage two student writing projects in the 2022-2023 season. The project manager should be familiar with Bloomington-area schools and candidates with connections throughout Indiana would be very well suited for this position. This position has flexible hours and most work can be done remotely, although in-person meetings may be required at times. The project manager should have a passion for education, as well as theater and film.

Constellation will be holding two student writing competitions in the 2022-2023 school year:

Mini-Plays: This is a Bloomington-area playwriting competition for elementary school students. Students compose short (5-10 pages) plays in class and submit for consideration. Constellation will select several winning plays, to be given a staged reading with professional actors in Spring 2023.

Project Constellation: This is a statewide screenwriting competition for high school students. Students compose the screenplay for a short film (10-12 pages). One winner is selected, and Constellation will bring a professional film crew to their town and school to shoot their film in Spring 2023.

Project Manager responsibilities include:

- Outreach to area schools and school districts to promote these opportunities
- Correspondence with participating teachers
- Support participating teachers with instructional strategies
- Managing submissions from students/teachers
- Recruiting readers to evaluate scripts
- Maintain program documentation

The project manager is NOT responsible for producing the final reading or film. Those responsibilities will be handled by Constellation staff members.

Required skills:

- Excellent written and verbal communication
- Excellent organization
- Ability to work independently

Desired skills:

- Familiarity with Bloomington/Indiana school systems
- Passion for theater/film education
- Familiarity with Google workspace tools and other digital tools for remote work, such as Slack and Zoom

Contract fee: \$2,500.00 (\$500 per month, August–December)

Diversity, Equity, and Inclusion

Constellation believes that greater diversity of viewpoints and lived experiences will result in a better, more relevant organization, and we encourage people across lines of race, gender identity, sexual orientation, ability, religious tradition, and more to apply. For more information on our diversity, equity and inclusion initiatives, visit seeconstellation.org/about/dei.

How to Apply

For more information or to apply, please email Kate Galvin, Artistic Director at kate@seeconstellation.org with the subject line “Student Writing Project Manager Application.”

Applicants may consider submitting any one (or more) of the following: a cover letter/letter of interest, resume, website, portfolio, personal profile, and/or video. Please include up-to-date contact information and references.

Application deadline: July 29, 2022

Background Check: Incumbent may be required to undergo a background check as a condition of employment.

About Constellation Stage & Screen:

[Constellation Stage & Screen](#) is a new, non-profit theater and film production company, formed as a result of a merger between Cardinal Stage, Bloomington Playwrights Project and Pigasus Institute. The organization will begin operations July 1, 2022. In addition to producing a full theatrical season, developing new work for stage and screen, and offering numerous educational programs, Constellation will be managing the Waldron Arts Center and the Ted Jones Playhouse.

Mission: The mission of Constellation Stage & Screen is to produce world-class theater and film that impacts the national performing arts industry through new work development. Our productions, community events, and education programs serve as a leading contributor to the cultural and economic vibrancy of Bloomington, Indiana.

Vision: Constellation Stage & Screen is an arts and culture leader rooted in the Midwest, redefining the development and creation of theater and film, while cultivating and sharing the creativity of our community.

Values: At Constellation Stage & Screen, our shared values serve as guideposts as we work daily in service of our audience, our craft, our community, and our organization. The array of values we share can be characterized by three core beliefs. First, we believe in the power of theater and film to simultaneously entertain and engage audiences. Second, we believe that the arts are vital to the quality of life for every individual and essential to the overall health of our community. Third, we believe these values should be lived internally by providing a welcoming and supportive workplace that nurtures our staff, artists, and board.