Job Description:

The Literary Liaison position is a 16 week, part time (8 - 10 hours/week) student internship. The liaison will work from Birmingham, England, and be in regular contact with Jamil Khoury, Chief Programming Officer for Silk Road Rising, a Chicago based non-profit theatre and video company (www.silkroadrising.org).

The liaison's primary responsibility will be to promote Khoury's play *Mosque Alert* to theatre companies in the UK, US, and Canada, and to English-speaking theatre companies in continental Europe. *Mosque Alert* explores the intersections of Islamophobia, public policy, and zoning.

There will be 4 key stages to the virtual internship:

1. Initially, the liaison will read the play and discuss the play's content and development process with Khoury.
2. The next stage will be identifying theatre companies with compatible missions and script submission policies. Once a comprehensive database of theatre companies has been compiled, the liaison will begin crafting a script submission strategy. This will include developing pitches and tailoring correspondence to each individual company.
3. After the scripts have been submitted and received, the liaison will conduct follow-up correspondence with each company to generate and gage interest.
4. Finally, the liaison will facilitate the "handing off" of the relationships to Khoury as the internship nears completion.

Structure of the virtual internship:

- The virtual internship is due to start in February 2018 and conclude in May 2018. There is a possibility for the internship to be extended until June 2018 depending on student availability.
- Students will be required to work 8-10 hours a week
- Students will be paid a bursary of £300 per month to cover any expenses they incur as part of the internship.
- The virtual internship is open to undergraduate and post graduate students

Student requirements

- Strong verbal communication skills – the intern will need to effectively communicate with artistic directors, producers, and literary managers.
- Self-motivation, with the ability to use their initiative and work independently
- Strong written communication – marketing and research skills
- Familiarity or experience with a theatre environment
- IT/organisational skills – the ability to build a comprehensive data base
- A degree (or working toward a degree) in communications or marketing – this is not essential as long as you can demonstrate relevant skills in communications and marketing

How to apply

Please submit your CV and cover letter, along a brief 3 minute video application demonstrating your suitability for the virtual internship to Kam Manku: k.s.manku@bham.ac.uk Please do not send video files and submit a private youtube link along with your written application.

Closing date: 21st January 2018