



## PLAYWRIGHTS FOUNDATION FELLOW AGREEMENT

Dear David,

Welcome to Playwrights Foundation! We are pleased to offer you a LITERARY FELLOWSHIP for the 45th Bay Area Playwrights Festival (BAPF). Your start date will be September 24th, 2021 and ends on March 24th, 2022. This is a remote volunteer position with an expense reimbursement, reporting to the Literary Manager.

As a FELLOW, you agree to fulfill, to the best of your ability, or confirm the following:

- Commit to a minimum of 5 hours per week, understanding that hours may increase but not exceed 15 hours per week during September 24th, 2021 and February 24th, 2022.
- Agree to work under the mentorship of staff and fulfill duties outlined in the FELLOW description and attend meetings and/or training, as needed.
- If you feel you are being asked to do a task that is at the level of a paid staff member, communicate this during the period of your FELLOWSHIP so your supervisor and/or leadership has an opportunity to hear and address your concerns.
- Certify that you are a United States or Canadian citizen, a United States or Canadian national, a lawful permanent resident alien in the US or Canada, or have a valid student or work visa, and that you are at least 18 years of age.
- Understand that the fellowship does not create an employment relationship under the Fair Labor Standards Act ("FLSA") or any other definition, and the FLSA's minimum wage and overtime provisions do not apply.

Playwrights Foundation (PF) agrees to provide the following:

- A fellowship experience that is for your benefit to receive training and mentoring, and to provide valuable experience for future job selection, application, and performance in the field of theater and arts management.
- Pay an expense reimbursement of \$900 for this fellowship. Reimbursements will be split over the 6 months with \$150 payments on the 15th of each month.
- A professional environment free of discrimination and harassment, where the FELLOW enjoys the same respect as other team members.
- PF will provide instruction, resources, opportunities and the training needed to accomplish FELLOWSHIP.
- Feedback from supervisor/mentor on successes and strengths and constructive feedback on progress towards career goals.
- Credit for FELLOW will be given on PF's website and in the program for BAPF.
- Free admission to all PF events during and the year following the FELLOWSHIP.
- Any academic credit sought for this FELLOWSHIP and is to be arranged by the Fellow and an educational institution.
- Mentor or Executive Artistic Director agree to provide letters of recommendation or additional advice/mentorship as requested upon completion of the FELLOWSHIP.

**RELEASE FROM TERMS OF SERVICE**

In the event that terms are not upheld by either party or compelling personal circumstances that make it unreasonably difficult for the FELLOW to complete the term of service occur during the fellowship period and a resolution of the matter cannot be agreed upon by PF and the FELLOW, this agreement may be terminated immediately by either party with written notification.

**AMENDMENTS TO THIS AGREEMENT**

This agreement may be changed or revised only by written consent by both parties.

**AUTHORIZATION**

The FELLOW and PF hereby acknowledge by their signatures that they have read, understand, and agree to all terms and conditions of this agreement.

**Playwrights Foundation FELLOW (David Quang Pham)**

\_\_\_\_\_  
*Signature*


\_\_\_\_\_  
1140 Alger St SW Wyoming, MI 49509  
*Permanent Mailing Address*

\_\_\_\_\_  
davidquangpham@outlook.com  
*Personal email*

\_\_\_\_\_  
616 818 5413  
*Phone*

Date September 22, 2021

**For Playwrights Foundation**

  
\_\_\_\_\_  
**Executive Artistic Director**

Date 9/22/21