

Theatre Management Apprenticeship

The Theatre Management Apprenticeship offers the opportunity to learn and develop the wide range of management, marketing, and development skills necessary to work in the professional theatre. The apprentice works closely with Magic's Managing Director, General Manager, and Director of Production to ensure the smooth running of daily operations.

Responsibilities include:

- **COMPANY MANAGEMENT:** assist with contracts; assist with the preparation and maintenance of budgets; arrange artist travel and accommodation; assist in planning company-wide events.
- **MARKETING:** participate in marketing meetings and brainstorm strategies and tactics to sell shows and enhance the Magic brand. Contact with area businesses to boost visibility to locals, secure corporate sponsors, and sell program ad space. In conjunction with box office, research group sales leads and initiate contact with community partners. Distribute play-specific posters and postcards throughout the city.
- **DEVELOPMENT:** work on all aspects of donor relations and stewardship, including assisting in the design of invitations, web content, and other materials for fundraising efforts; writing drafts of solicitation letters and grant requests; assisting in preparing materials for cultivation and solicitation of major donors; assist in the logistical planning, setup, execution, and breakdown of fund raising events; participating in the planning and execution of Magic's annual fund raising gala; researching and assisting in the preparation of grant proposals; copying and organizing materials; help maintain Magic's donor database.
- **ADMINISTRATIVE SUPPORT:** assist with general administrative and clerical tasks, such as IT administration, maintaining an organized work space in the Magic office, data entry, filing, and other daily needs.

Specific Requirements

Candidates for the Theatre Management Apprenticeship should demonstrate a strong interest in producing and/or theatre management.

In addition to the general requirements for all Magic Theatre apprentices, the Theatre Management Apprentice should hold or be in the process of earning a degree in a theatre management-related field and/or have professional theatre experience. Excellent collaborative, analytical, and writing skills are required, along with a high degree of personal organization, strong interpersonal skills, discretion, facility with Microsoft Excel, a valid drivers' license, and a willingness to roll with the punches.