



Development Internship

The Development Intern will assist with all aspects of promoting, cultivating, and fundraising for the Magic Theatre.

Under the supervision and mentorship of the Development Manager, the intern will work on:

- **OUTREACH:** contact businesses in the vicinity of the theatre to boost visibility to locals and find more local corporate sponsors. In conjunction with box office, research group sales leads and initiate contact with community partners. Work with the Development Manager and Managing Director to strategize and sell program ad space. Distribute play-specific posters and postcards throughout the city.
- **GENERAL:** participate in marketing meetings and brainstorm strategies and tactics to sell shows and enhance the Magic brand.
- **FUNDRAISING MATERIALS:** assist in designing invitations, web content, and other materials; write drafts of solicitation letters and grant requests.
- **MAJOR DONORS:** prepare and disseminate invitations, acknowledgement letters, and other mailings; process contributions; participate in other solicitation and cultivation efforts.
- **SPECIAL EVENTS:** assist in the logistical planning, setup, execution, and breakdown of fund raising events; play a key role in the planning and execution of Magic's annual Gala fund raising event.

In addition:

- **ADMINISTRATIVE SUPPORT:** assist with general administrative and clerical tasks, such as copying and organizing materials; entering e-mail addresses and demographic data into Magic's database; maintaining an organized work space in the Development office.

Specific Requirements

In addition to the general requirements for all Magic Theatre interns, the Marketing/Development Intern should be enrolled in an undergraduate college/university program or hold a four-year college/university degree, and be interested in a career in non-profit marketing or development. Candidates should have outstanding writing, communication, and organizational skills, be proficient in use of social networking sites, and be able to demonstrate exceptional attention to detail.

Experience in an arts organization, video production skills, experience with database systems and web sites, knowledge of and enthusiasm for theatre is a plus.