



Educational Outreach Internship

The Educational Outreach Intern will assist with all aspects of promoting Magic's season to high school and college student groups and coordinating visits of those groups to Magic productions.

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

- **STUDENT MATINEES:** contact middle schools and high schools in San Francisco and nearby cities to stimulate interest in and attendance at Magic's student matinees; follow up with school contacts to arrange and coordinate attendance. Work with the Associate Artistic Director to provide educational materials and programming for student matinees.
- **SCHOOL GROUPS:** reach out to high schools and colleges to promote and arrange attendance by student groups at regular Magic performances.
- **INDIVIDUAL STUDENT ATTENDANCE:** formulate and promote a program to attract individual high school and college students to regular Magic performances. Program formulation may involve consulting with teachers to identify aspects of a coordinated program that would be advantageous to students in their academic environments. Components may include special pricing, mechanisms for earning school credit, or other elements.
- **LANEY COLLEGE PROGRAM:** Magic presents a matinee performance of each production at Laney College in Oakland. These performances are free and open to the public. Magic also has an ongoing program with the Theater Arts Department at Laney to involve students in the operation of a working theatre. The Educational Outreach Intern will assist the Director of Production in coordinating the Laney performances and the Associate Artistic Director in coordinating the ongoing Laney program.

This position requires an average of 10 hours per week. Some tasks may be performed offsite (and some must be performed offsite).

Specific Requirements

The Educational Outreach Intern should be enrolled in an undergraduate college/university program or hold a four-year college/university degree, and have an interest in theatre. 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.

Candidates should be self-starters, able to formulate and execute the programs identified above. Ability to work collaboratively as part of the Magic team is critical.

Geographic mobility, in the form of a driver's license and access to a car, is also advantageous but not required.