



## Summer Internships

Magic Theatre is dark from the end of June through the middle of August, but there's plenty of work to be done so that we're ready for the coming season. The summer intern(s) will work with all regular staff members to keep Magic running, providing support to the Artistic Director, Managing Director, General Manager, Production Manager, and Development staff. Tasks may include:

- **ARTISTIC ADMINISTRATION:** support the Artistic Director by monitoring correspondence and performing other administrative tasks required for smooth operation of the company. (These tasks require organizational, verbal, and quantitative skills.) Provide general administrative support as needed.
- **LITERARY MANAGEMENT:** Receive, catalog, and read new scripts; attend readings by other companies; distribute scripts to members of the artistic staff and the Literary Committee; participate in Literary Committee meetings. Perform general administrative and clerical tasks such as copying and organizing materials and entering information into the literary database.
- **GENERAL PRODUCTION:** work closely with Director of Production on basics of theatre management, including upkeep, scheduling, budgets, and facilities (basic maintenance of the operation). Assist with preparation and pre-production work for the future season.
- **COMPANY MANAGEMENT:** assist with the booking of travel and accommodation for guest artists.
- **OTHER:** Support casting calls that may be scheduled during the summer months; support marketing and audience engagement efforts through social media, posterage, and related activities.

Summer internships are part-time positions (typically, 20 hours per week; schedules to be arranged with supervisors).

### Specific Requirements

The Summer Intern(s) should hold or be in the process of earning a bachelor's 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.