



MAGIK THEATRE

TITLE: Arts Management Intern	Full-Time
REPORTS TO: Managing Director	DATE:
SUPERVISES: n/a	

Magik Theatre has served the youth of San Antonio and South Texas since 1994 with the mission of introducing young minds to the magic of the performing arts, nurturing their imagination, promoting literacy, and fostering a lifelong appreciation for theatre. One of four Theatre for Young Audiences in Texas, Magik has produced more than 250 Main Stage and touring shows, played to more than 2.5 million people, bringing nationally recognized children’s literature to life.

SUMMARY OF POSITION: Come learn about the business side of theatre! The Arts Management Intern will work closely with the Managing Director to complete assigned administrative projects. Tasks could include assisting the Managing Director, preparation for fundraising events, donor and funder research, planning paid and organic media, social media, and other aspects of administration, fundraising, and marketing to advance the organization's mission.

ACTIVITIES AND RESPONSIBILITIES, including but not limited to:

- ⦿ Assists Managing Director with administrative duties.
- ⦿ Assists with the implementation of the fundraising and marketing plans.
- ⦿ Assist with planning marketing strategy and tactics for the 2025-2026 season.
- ⦿ Assists with writing, editing, and tracking boilerplate for grant proposals.
- ⦿ Assists with different aspects of marketing the upcoming season of shows.
- ⦿ Identifies potential contributors and donors through research.
- ⦿ Assists with planning and executing donor appreciation events, galas, or auctions.
- ⦿ Assists with donor and partner stewardship activities.
- ⦿ Assists with monitoring and analyzing fundraising and marketing data to evaluate performance and adjust strategies as needed. (i.e., Bloomerang, Google Analytics, social media data, Tixly, and more)

Requirements:

- ⦿ Enrolled in Trinity University and approved to participate in this internship opportunity.
- ⦿ Willingness to learn new software systems such as Google applications, Bloomerang, and Tixly.
- ⦿ Outstanding communication skills, both verbal and written.
- ⦿ Ability to work independently.
- ⦿ Valid driver’s license.