

**Artistic Coordinator Internship** - The Magik Theatre is heading into its 25th Anniversary Season beginning in October 2018. To ensure a successful launch of the season, Magik is looking for an intern who will assist the Artistic Director, the Marketing Manager, and Development Manager in planning and implementing events and activities related to The Magik Theatre's 25th Anniversary season.

At the end of the internship, the candidate will aid in compiling, editing and publishing a coffee table book on the history of Magik that the organization will use for marketing and development campaigns.

Other Tasks Include:

- To act as the primary liaison in researching, connecting, and creating meaningful partnerships between The Magik Theatre and other area non-profits in order to support events and activities during season
- To craft a community outreach plan that can be implemented during the 25th anniversary season
- To research, compile and plan an alumni event for past staff and foundations
- To compile historical documents and images in the creation of a 25th Anniversary book and marketing materials
- To assist in daily administrative and artistic tasks as they arise

The ideal candidate has excellent written and oral communication skills, an interest in event planning and historical research, data management, and marketing.