



Development & Sales Coordinator Internship - The Magik Theatre is looking to expand its marketing and fundraising outreach to family-friendly businesses in San Antonio, Bexar County, and South Texas. Working directly with Magik's CEO, Director of Sales and Marketing, and the Development Manager, he/she/they will learn to leverage Magik's 100,000 patrons to gain wider support from the business community. The goal of this internship is to coordinate between Magik's marketing and development departments in order to develop and implement a small business campaign and "working-parents' group" to reach new supporters of The Magik Theatre.

At the end of the internship, the candidate will have completed a database of potential business partners as well as designed the print and digital materials for a direct mail and social media campaign to launch at the end of his/her tenure.

Other Tasks Include:

- Acting as the primary liaison in researching, connecting, and creating meaningful partnerships between The Magik Theatre, regional small to mid-sized businesses, and working professionals.
- Creating a comprehensive database of potential donors and business partners for use during direct mail and social media campaigns.
- Crafting a business outreach plan that can be implemented during the 2019-2020 season.
- Seeing the life-cycle of a grant from researching a potential donor, arranging a meeting, and applying for funding.
- To assist in daily tasks of the Magik as they arise.

The ideal candidate has excellent written and oral communication skills, an interest in the intersection between business administration and the arts, data management, and marketing. Must be a full-time student at either a university or college in Bexar County or a full-time student at a university elsewhere but a resident of Bexar County.

The internship runs from June 3 to August 9, 2019.

40 hours a week. May include some weeknights and weekends.

This paid internship is covered through the Bexar County Arts Internship Fund. Total compensation for this internships is \$3,500, paid in increments during the internship.



Bexar County Arts Internship Application Packet

The Magik Theatres Internship Program provides our interns with the hands on training experience and educational opportunities that expand the interns' knowledge of a working professional theatre. The Magik Theatre offers various internship programs that include: national touring internships, year round internships, semester long internships, and summer internships. This application is specifically for the Bexar County Arts Internship.

To apply for an internship with The Magik Theatre please complete the internship application and provide the following:

- A summary of work history and relevant experiences
- A copy of your driver's license
- Three letters of recommendation from persons who know your work ethic such as: employers, professors, supervisors, or mentors.
- A personal statement of 500 words or less that answers:
 - Why are you interested in an internship with The Magik Theatre?
 - What strengths would you bring to the internship?
 - What are your career goals and how would a Magik Theatre internship assist you in attaining those goals?



Internship Application

Full Legal Name _____ Date of Birth ____/____/____

Date Available ____/____/____ Until ____/____/____

Drivers License Number and State _____

Mailing Address _____

City/State/Zip _____

Current Address if Different From Mailing _____

City/State/Zip _____

Home Phone Number () _____ Cell () _____

Email _____

Most Recent School Attended _____

City _____ State _____

Are you currently a student? Yes No Graduation Date ____/____/____

Major _____ GPA _____

Do you have reliable transportation? _____

Status (Circle One): Freshman Sophomore Junior Senior Graduate Other: _____

Will you receive academic credit for this internship? Yes No

Faculty Advisor _____ Advisors Phone () _____

Advisors Email _____



Letters of Recommendation

Please list the names, phone numbers, and email addresses of three people submitting letters of recommendation on your behalf:

Name	Phone Number	Email

Please email or mail the completed application packet to:

Bexar County Arts Internship | Shelley Weber
The Magik Theatre
420 S. Alamo
San Antonio, TX 78205
(210) 227-2753
sweber@magiktheatre.org