



Special Events Internship

The Special Events Intern will assist the Development Manager with all aspects of promoting, cultivating, and fundraising for the Magic Theatre. The intern will be a critical team member in the planning, setup, execution, and completion of fundraising events, including opening nights, Magic's annual gala and auction, four behind-the-scenes brunches and dinners, and other special donor events.

In addition, the Special Events intern will:

- Prepare and disseminate invitations, acknowledgement letters, and other mailings; process contributions; participate in other solicitation and cultivation efforts.
- Assist in soliciting and following up on all in-kind donations, including auction items for Magic's gala and food donations for special events. Includes streamlining gift data entry and acknowledgement processes.
- Assist in designing invitations, web content, and other materials; write drafts of solicitation letters and grant requests.
- Assist with general development, administrative and clerical tasks, such as copying and organizing materials, conducting research for grant proposals, entering information into Magic's database, and maintaining an organized work space in the Development office.

This position has flexible hours with the time demand ranging between two and five days per week.

Specific Requirements

In addition to the general requirements for all Magic Theatre interns, the Special Events Intern should be interested in a career in non-profit special events or development. Candidates should have outstanding interpersonal, writing, communication, and organizational skills, 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.