



Apprenticeships and Internships at Magic Theatre

Now in its 53rd year of continuous operation, Magic Theatre is dedicated to creative risk: we cultivate new plays, playwrights, and audiences and produce bold, entertaining, and ideologically robust plays that ask substantive questions about, and reflect the rich diversity of, the world in which we live. Magic believes that demonstrating faith in a writer's vision by providing a safe, rigorous, and innovative artistic home, where a full body of work can be imagined, developed, and produced, allows writers to thrive. We believe that, by adding vanguard voices to the canon and expanding access to new theater-goers, we ensure the future vibrancy of the American theatre.

Overview

Magic Theatre currently offers full-season apprenticeships in Artistic Direction, Literary/New Play Production, Theatre Management, and Production, and internships in Marketing and Development, Special Events, and Educational Outreach. These apprenticeships and internships will begin in mid-August 2020 and continue through June 2021.

Magic also offers summer internships (June through August).

Magic will hire a new Artistic Director during the 2020-2021 season, and apprentices will have the opportunity to work closely with this new AD to shape the future of Magic Theatre.

A Magic Theatre apprenticeship is for you if you are planning a career in theatre and have a passion for new play development and production. Magic Theatre apprentices and interns receive hands-on training and experience while working side-by-side with top theatre professionals. Apprentices and interns participate in every aspect of operating a mid-sized theatre company, from full participation in staff meetings and strategy discussions to sharing in everyday administrative and production tasks, fund-raising, and script reading, contributing to both short- and long-term organizational endeavors. The apprenticeship will be a rich, career-building experience, which will strengthen your craft, your resume and your network of professional colleagues.

All Magic apprentices have the opportunity to forge unique relationships with the playwrights we support in residence.

Full-season apprentices and interns will work primarily in their own departments and participate in all-staff events, and may be asked to work on special projects with other departments. Summer interns will work with every department. While Magic is dark in the summer, every department has demands that must be met so that we continue to operate smoothly and are ready for the coming season. For both full-season and summer positions, we are looking for people who are full team players and thrive in a collaborative environment.

All apprenticeships and internships at Magic Theatre offer the possibility of future transition to paid positions. To date, eight apprentices/interns have moved into staff positions and seven have been hired to direct readings, artistic workshops, and special productions.



General Requirements

Magic Theatre full-season apprenticeships and internships will begin in August 2020 (specific date to be determined) and end no later than June 30, 2021. They are full-time commitments that occasionally require substantial weekend and evening time, especially during productions. Some flexibility may be possible (to be arranged with the apprentice's or intern's department head).

Applicants for all positions must be at least 18 years old. Social networking, IT, internet, and video skills are strong assets. For all positions, good writing skills and computer competence (word processing and spreadsheets) are required. Apprentices and interns must be able to thrive in a work environment that is characterized by changing priorities and demands.

Apprentices and interns but receive a small stipend (\$250 per month for 10 months for apprentices, \$125 per month for interns). Opportunities to augment income with evening and weekend front-of-house assignments may be arranged for those with financial need if work assignments permit. Housing is not provided nor arranged.

Specific requirements for individual apprenticeships are indicated in the descriptions of those positions.

To Apply

Please submit the following:

- **Personal Statement**

This statement should be 500 words or less. Please identify the position for which you are applying and tell us how you heard about Magic. Then tell us what you think we should know about you that makes you the ideal candidate for this position. Take advantage of this opportunity to reveal information about yourself that may not be represented in your resume or recommendations.

- **Resume**

A resume of education, theatre training and experience, and any related work. Please include your email address and permanent contact information. Be sure we know where to find you during the summer months.

- **References**

Please send us one letter of recommendation. It is preferred that this letter be included with your application materials. If it is submitted separately, it must still be received by the application deadline.

Please also send names of and contact information for two personal references.

- **Additional Materials**

While we know that many writers in dramaturgy, literary management, and theatre in general are also artists in their own right, for positions that request writing samples we ask that you submit samples of non-fiction prose. Appropriate samples could be (excerpts from) a college essay, theatre program notes, or journalism. Please emphasize quality, not quantity.

For the Artistic Direction Apprenticeship: Please include a two-page writing sample.

For the Literary/New Play Production Apprenticeship: Please include a one- to two-page critique of a new play (one that Magic staff are unlikely to have seen).



For the Production Apprenticeship: Please provide a package of what you believe to be pertinent representations of your work (e.g., drafting or design work).

For the Marketing and Development Intern: Please include a one- to two-page writing sample.

Submitting Your Application:

Applications should be submitted by e-mail. Please create a single pdf file with all of your application materials and send it to:

interns@magictheatre.org

Please include the position title in the subject line.

We will not consider incomplete applications for any position.

Finalists will be interviewed.

The final date for all materials to be received is March 31, 2020. Invitations to be interviewed will be sent no later than April 15, 2020.

Applications will be considered as they are submitted, and acceptances may be offered prior to the submittal deadline.



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, postering, and related activities; support development/fundraising efforts.

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.



Development Internship

The Development Intern will assist with all aspects of promoting, cultivating, and fundraising for the Magic Theatre.

Under the supervision and mentorship of the Development Manager, the intern will work on:

- **OUTREACH:** contact businesses in the vicinity of the theatre to boost visibility to locals and find more local corporate sponsors. In conjunction with box office, research group sales leads and initiate contact with community partners. Work with the Development Manager and Managing Director to strategize and sell program ad space. Distribute play-specific posters and postcards throughout the city.
- **GENERAL:** participate in marketing meetings and brainstorm strategies and tactics to sell shows and enhance the Magic brand.
- **FUNDRAISING MATERIALS:** assist in designing invitations, web content, and other materials; write drafts of solicitation letters and grant requests.
- **MAJOR DONORS:** prepare and disseminate invitations, acknowledgement letters, and other mailings; process contributions; participate in other solicitation and cultivation efforts.
- **SPECIAL EVENTS:** assist in the logistical planning, setup, execution, and breakdown of fund raising events; play a key role in the planning and execution of Magic's annual Gala fund raising event.

In addition:

- **ADMINISTRATIVE SUPPORT:** assist with general administrative and clerical tasks, such as copying and organizing materials; entering e-mail addresses and demographic data into Magic's database; maintaining an organized work space in the Development office.

Specific Requirements

In addition to the general requirements for all Magic Theatre interns, the Marketing/Development Intern should be enrolled in an undergraduate college/university program or hold a four-year college/university degree, and be interested in a career in non-profit marketing or development. Candidates should have outstanding writing, communication, and organizational skills, be proficient in use of social networking sites, 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.



Production Apprenticeship

The Production Apprentice at Magic Theatre will assist in a broad range of tasks focusing on production management, company management, and facilities management. Responsibilities include:

- **GENERAL PRODUCTION:** work closely with Director of Production on basics of theatre management, including upkeep, scheduling, budgets, and facilities (basic maintenance of the operation). Serve as a liaison between Magic Theatre and the design and production teams. Attend all production meetings (take and distribute notes); serve as an additional “hand on deck” during tech/previews. Assist in all aspects of production (sets, costumes, lights, sound, video, props, backstage) as needed.
- **COMPANY MANAGEMENT:** assist with contract preparation and booking of travel and accommodation for guest artists.
- **OTHER:** Provide strong support for our Magic season at Laney College (Saturday matinees in Oakland). Assist in executing production needs of companywide events.

Specific responsibilities will depend on the requirements of the show and on applicant’s prior experience and demonstrated capabilities.

Specific Requirements

In addition to the general requirements for all Magic Theatre apprentices, the Production Apprentice should have at least two years of technical theatre/production experience. Driver’s license valid in California is required; ownership of or access to a car is strongly preferred.

Experience with or working knowledge of any or all of the following would be helpful but not required: Microsoft Office (Excel), ETC ION lighting console, Sound systems including QLab programming, basic skills in electrics, sound and carpentry, some stage management exposure, computer drafting (VectorWorks) and any basic IT skills.



Theatre Management Apprenticeship

The Theatre Management Apprenticeship offers the opportunity to learn and develop the wide range of management, marketing, and development skills necessary to work in the professional theatre. The apprentice works closely with Magic's Managing Director, General Manager, and Director of Production to ensure the smooth running of daily operations.

Responsibilities include:

- **COMPANY MANAGEMENT:** assist with contracts; assist with the preparation and maintenance of budgets; arrange artist travel and accommodation; assist in planning company-wide events.
- **MARKETING:** participate in marketing meetings and brainstorm strategies and tactics to sell shows and enhance the Magic brand. Contact with area businesses to boost visibility to locals, secure corporate sponsors, and sell program ad space. In conjunction with box office, research group sales leads and initiate contact with community partners. Distribute play-specific posters and postcards throughout the city.
- **DEVELOPMENT:** work on all aspects of donor relations and stewardship, including assisting in the design of invitations, web content, and other materials for fundraising efforts; writing drafts of solicitation letters and grant requests; assisting in preparing materials for cultivation and solicitation of major donors; assist in the logistical planning, setup, execution, and breakdown of fund raising events; participating in the planning and execution of Magic's annual fund raising gala; researching and assisting in the preparation of grant proposals; copying and organizing materials; help maintain Magic's donor database.
- **ADMINISTRATIVE SUPPORT:** assist with general administrative and clerical tasks, such as IT administration, maintaining an organized work space in the Magic office, data entry, filing, and other daily needs.

Specific Requirements

Candidates for the Theatre Management Apprenticeship should demonstrate a strong interest in producing and/or theatre management.

In addition to the general requirements for all Magic Theatre apprentices, the Theatre Management Apprentice should hold or be in the process of earning a 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.



Literary Apprenticeship

The Literary/New Play Production apprenticeship at Magic offers the opportunity to observe and work in the field of new play development, festival production, literary management, script analysis and dramaturgical research along with an immersive look at the new play landscape in American theatre. The apprentice will participate in an array of activities associated with the functioning of a literary department of a professional theatre. In addition, the apprentice will work as an associate producer for the Virgin Play Festival and other developmental workshops and readings throughout the year, thus gaining experience and developing skills in a production environment to complement work in the literary field. All apprentices share office administration responsibilities and general Artistic Staff duties, including “all hands on deck” activities that arise in the course of a season.

Literary/New Play Production apprentices work as assistants to, and are mentored by, the Artistic Director and Associate Artistic Director. They will practice skills relevant to the entire range of choosing and moving a dramatic work from the page through various drafts to the stage.

Responsibilities include:

- **LITERARY MANAGEMENT:** Read and report on new scripts; attend readings by other companies; distribute scripts. Apprentices read and critique multiple plays each week.
Coordinate and participate in meetings of the Literary Committee.
Perform general administrative and clerical tasks such as copying and organizing materials and maintaining the literary database. Communicate with writers who have submitted scripts, responding once plays have been evaluated.
- **PRODUCTION:** serve as a production assistant to the stage management team, from rehearsal preparation through the end of the run, for one main stage show during the season. This assignment enriches the apprenticeship experience by providing familiarity with all aspects of the mechanics of play production. May include serving as Assistant Director for one production. (Production and stage management have historically provided a solid background in theatre operations for future directors.)
- **PRODUCING:** act as associate producer for all workshops, readings, festivals and special events at Magic, including the Virgin Play Festival. Duties include, but are not limited to, assisting in casting, coordination and communication with creative teams; purchasing and organizing of all necessary materials (food, highlighters, etc.); scouting locations and organizing event details; managing the running of events; arranging travel; and keeping all AEA paperwork organized and up to date.
Lead audience participation events: hone public speaking skills and represent the theatre in front of patrons via post-show talkbacks and curtain speeches. By the end of the season, the apprentice will become proficient in leading post-play discussions.
- **DRAMATURGY:** conduct library and archival research as well as image research in libraries and on the web; analyze dramatic texts; assist in the writing, editing and proofreading of programs, study guides and other publications; observe rehearsals; participate in educational programs (Magic Theatre offers audience talk-backs after some performances). The Literary Apprentice participates in building a collage of dramaturgical images for rehearsal for each production and is encouraged to be creative with design and aesthetic.
Develop skills in primary oral research and interviewing.



Artistic Direction Apprenticeship

The Artistic Direction Apprenticeship offers the opportunity to learn and develop the wide range of artistic and leadership skills necessary to work in the professional theatre. By working at Magic, a mid-sized theatre with a national reputation for new play development, the apprentice will have unique access to artistic and management leadership. Magic is large enough to allow the apprentice to work with leading playwrights from around the world and top professionals from around the United States and, at the same time, small enough that an apprentice will have an integral and hands-on role in the day-to-day work of the theatre. Magic is a fast-paced, exciting, and fluid work environment, and the Artistic Direction Apprentice must seek and thrive in that kind of situation.

The apprentice reports to the Associate Artistic Director and is mentored by the Artistic Director while working closely with all members of the artistic staff. Magic will hire a new Artistic Director during the 2020-2021 season, and apprentices will have the opportunity to work closely with this new AD to shape the future of Magic Theatre.

Responsibilities include:

- **ARTISTIC PLANNING:** participate fully in all activities involved in developing and producing new work; participate in Artistic staff meetings and season planning; organize and maintain the administrative side of the Artistic office; read plays and participate in Literary Committee meetings; keep staff up-to-date about the Bay Area theatre scene (including finding industry complimentary tickets to shows at other theatres); assist the producer and assistant producer of the Virgin Play Festival; develop workshops and readings throughout the year; and participate in local casting.
- **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.
- **ASSISTANT DIRECTION:** work directly with directors such as Trip Cullman, Jackson Gay, Loretta Greco, Jessica Holt, Jon Moscone, Mina Morita, Niegel Smith, and Daniella Topol. While each director uses his or her assistant director in a unique way, assisting usually includes some combination of observing rehearsals, working with actors on lines, providing support to stage management, participating in design meetings and note sessions, contributing to all aspects of script evolution and development, and serving as an artistic voice for the production in development events and pre- and post-play discussions with the audience. The Artistic Direction Apprentice will serve as an assistant director on one or two Magic Theatre productions from pre-production to closing.
- **PRODUCING:** act as associate line producer for all workshops, readings, festivals and special events at Magic, including the Virgin Play Festival. Duties include, but are not limited to, assisting in casting, coordination and communication with creative teams; scouting locations and organizing event details; managing the running of events; and keeping all AEA paperwork organized and up to date.



Education Internship

The Education Intern will assist with all aspects of promoting Magic's season to high school and college student groups and coordinating visits of those groups to Magic productions. Under the supervision and mentorship of the General Manager, Director of Education and Development Manager, the intern will work on:

- **MAKING MAGIC: ARTS AND COMMUNITY:** support ongoing and growing in-school and in-community education program. Intern may assist Teaching Artists in the classroom while also providing administrative and organizational support between classes, workshops and Magic's offices.
- **STUDENT MATINEES:** contact middle schools and high schools in San Francisco and nearby cities to stimulate interest in and attendance at Magic's student matinees; follow up with school contacts to arrange and coordinate attendance. Work with the Associate Artistic Director to provide educational materials and programming for student matinees.
- **SCHOOL GROUPS:** reach out to high schools and colleges to promote and arrange attendance by student groups at regular Magic performances.
- **INDIVIDUAL STUDENT ATTENDANCE:** formulate and promote a program to attract individual high school and college students to regular Magic performances. Program formulation may involve consulting with teachers to identify aspects of a coordinated program that would be advantageous to students in their academic environments. Components may include special pricing, mechanisms for earning school credit, or other elements.
- **LANEY COLLEGE PROGRAM:** Magic presents a matinee performance of each production at Laney College in Oakland. These performances are free and open to the public. Magic also has an ongoing program with the Theater Arts Department at Laney to involve students in the operation of a working theatre. The Education Intern will assist the Production Manager in coordinating the Laney performances and the Associate Artistic Director in coordinating the ongoing Laney program.

This position requires an average of 10 hours per week. Some tasks may be performed offsite (and some must be performed offsite).

Specific Requirements

The Education Intern should be enrolled in an undergraduate college/university program or hold a four-year college/university degree, and have an interest in theatre. Candidates should have outstanding writing, communication, and organizational skills, be proficient in use of social networking sites, 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.

Candidates should be self-starters, able to formulate and execute the programs identified above. Ability to work collaboratively as part of the Magic team is critical.

Geographic mobility, in the form of a driver's license and access to a car, is also advantageous but not required.