

## Community Engagement Intern - Summer 2021

**About Starlight:**

Starlight Theatre, recent winner of the Venue Excellence Award from the International Association of Venue Managers (IAVM), is the largest and oldest performing arts organization in Kansas City and the second-largest outdoor producing theatre in the country. Opened as a theatre in 1950 and as a nonprofit organization in 1951, Starlight presents and produces Broadway musicals and concerts while offering extensive community outreach and educational programming, including scholarships and Starlight's Blue Star Awards, one of the largest high school musical theatre award programs in the country. Located on 16 acres, Starlight's venue includes rehearsal halls, club area for dining, concessions, gardens, fountains and a 10-story, climate-controlled stage.

**Position Description:**

The Community Engagement Intern will work closely with full-time community engagement staff members while focusing on planning, preparation and implementation of programming throughout the summer, including the Blue Star Awards, Starlight Stars, Starlight Stars of Tomorrow, the Bob Rohlf Internship program, Just Imagine and other initiatives. The intern will learn to operate the sound board for Starlight Stars/Stars of Tomorrow Spotlight Stage performances. The intern also will work directly with other Starlight personnel, students and parents/guardians. The potential exists to work on preparation for fall programming as well.

**Majors Desired:**

Education, Theatre, Music, Musical Theatre and Communications

**Requirements:**

As an ideal candidate, you will have experience working directly with children in an educational environment (preferably theatre-related). You should also have excellent skills in organization as well as strong written and verbal communication skills within an office setting. You should enjoy working with students of all ages and excel in customer service since you will be working closely with teaching artists, students, parents/guardians and other Starlight personnel. The ability to multi-task in a fast-paced environment while giving great attention to detail is a must – all while maintaining high energy and a positive outlook. You must be available to work some early mornings, evenings and weekends relative to program scheduling.

**Required Computer Skills:**

Windows, Outlook, Word and Excel

**Compensation:** \$10.50 per hour, plus overtime

**Time Commitment:** Full-time position, 13 weeks. Preferred start/end dates are Monday, May 17/Friday, August 20, but are negotiable. Some early morning, evening and weekend hours will be part of the commitment.

**Application Method:** Email is required.

**Application Deadline:** **Monday, March 8, 2021 (Early application is preferred.)**

**Application Process:**

1. **Review the Application Instructions found here:** [www.kcstarlight.com/internships](http://www.kcstarlight.com/internships)
2. **Submit the following documents to [internships@kcstarlight.com](mailto:internships@kcstarlight.com) by the deadline:**
  - a. Application
  - b. Cover Letter with required questions to be answered (See Application Instructions.)
  - c. Résumé
3. **Wait to be contacted.** The hiring party for the position will advise each candidate regarding receipt of materials as well as candidate status. We strive to complete the hiring process in as timely and efficient a manner as possible – shortly after the deadline date.
4. **If you are selected for an interview, we may conduct it in person at the theatre or via an online entity. In-person is preferred.**

**For more information on this position:**

Starlight Theatre Association of Kansas City  
Attn: Andy Pierce, Community Engagement Manager  
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816-997-1134  
[andy.pierce@kcstarlight.com](mailto:andy.pierce@kcstarlight.com)