

Donor Relations 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 Donor Relations Intern will work with the Philanthropy Department on fundraising initiatives including relationship building and donor cultivation, grant research and proposals, and special events. Duties will include research and writing, special event assistance, donor and ticketing database work, and some clerical work (acknowledgment letters, mailings, data entry and filing). The intern will demonstrate public relations and communications skills by greeting donors at performances, private receptions and similar donor-cultivation and stewardship events.

Majors Desired:

Nonprofit Administration, Communications/Public Relations, Marketing, Arts Management

Computer Skills:

Required - Windows, Microsoft Office (Word, Excel, PowerPoint)
Preferred - Tessitura or other donor management database system

Salary:

\$10.50 per hour, plus overtime

Time Commitment:

Full-time, 13 weeks, with preferred start date the week of May 17, 2021. Start and end dates are negotiable. Some evening and weekend hours will be part of the commitment, to include intermission receptions during summer Broadway shows that occur during the internship term.

Application Method:

Email is required.

Application Deadline:

Monday, March 8, 2021

Application Process:

- 1. Review the Application Instructions found here:** www.kcstarlight.com/internships
- 2. Submit the following documents to internships@kcstarlight.com by the deadline:**
 - a. Application
 - b. Cover Letter with required questions to be answered (See Application Instructions.)
 - c. Résumé
 - d. A 1-2 paragraph description of prior or current fundraising, event and/or communications experience
- 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: Lindsey Rood-Clifford, Vice President of Philanthropy
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816-997-1127
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